

CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

801 N. Highway 99W, Dundee, OR 97115
City Hall Phone: (503) 538-3922 Website: www.DundeeCity.org

The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.

FEBRUARY 4, 2020 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
5. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
 - 5.1 City Council Minutes, January 21, 2020 Pages 1-6
 - 5.2 Dundee Urban Renewal Agency FY 2018-19 Annual Report Pages 7-10
Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 WWTP Operations Update Pages 11-12
Discussion
 - 6.2 2020 Street Improvement Projects Pages 13-16
Discussion
 - 6.3 Tourism Website & Social Media Services Agreement Pages 17-22
Action Required
7. New Business:
 - 7.1 Storm Facility Improvements Pages 23-32
Discussion
8. Council Concerns & Committee Reports
9. Mayor's Report
10. City Administrator Report

11. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.
12. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Street Lighting
 - 1.2 ODOT Phase B Highway 99W Improvements
2. Planning/Land Use
 - 2.1 Dundee Riverside District Code Amendment
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Helipad Standards
 - 2.4 Pending Type II or Type III Land Use Applications:
 - 2.4.1 Sitton View Subdivision
3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 LID 2013-01 Final Assessment Ordinance
 - 3.3 Storm Drain Master Plan Update
4. Parks & Trails
 - 4.1 Harvey Creek Trail Property Rehabilitation
 - 4.2 WWTP Nature Park
5. Next Available Ordinance & Resolution No's.
 - 5.1 Ordinance No. 572-2020
 - 5.2 Resolution No. 2020-01

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.

**CITY COUNCIL MEETING
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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

Dundee Urban Renewal Agency Annual Report FY 2018- 2019



Filed January 31, 2020

Background

On April 18, 2017 the Dundee City Council adopted Ordinance No. 558-2017, adopting the Dundee Urban Renewal Plan and establishing the Dundee Urban Renewal Area. The Urban Renewal Area covers approximately 136 acres comprising of primarily light industrial and commercial zoned properties located in proximity of the Highway 99W corridor in Dundee.

Pursuant to ORA 457.460, the Dundee Urban Renewal Agency (DURA) must prepare an annual report no later than January 31. Public notice shall be published once a week for two successive weeks that the annual report has been filed with the Dundee City Council before March 1 of the year that the report is filed. The annual report shall provide the following information:

- The amount of tax increment financing (TIF) revenues and revenue from debt issuance received during the previous fiscal year.
- The purposes and amounts for which any revenue received were expended during the preceding fiscal year.
- Amount of the maximum indebtedness authorized, and the amount of indebtedness incurred through end of the preceding fiscal year.
- An estimated amount of tax increment financing revenues and revenue from debt issuance received during the current fiscal year.
- The adopted budget setting forth the purposes and amounts that are to be expended from the estimated funds received during the current fiscal year.
- An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts included under ORS 457.430.

Fiscal Year Ending June 30, 2019

DURA received its first distribution of TIF revenues in November 2018, and the total amount of tax revenue collected through June 30, 2019 was \$50,798. The Agency also received \$323 in interest of funds deposited in the Oregon Local Government Investment Pool. No revenue from the issuance of debt occurred in Fiscal Year 2018-19. Expenditures totaled \$33,932, leaving an ending fund balance of \$17,190 carried forward into Fiscal Year 2019-20. Expenditures in Fiscal Year 2018-19 included the following:

Legal services and legal notices.	\$1,313
Engineering – 9 th Street Concept Design	\$7,619
Loan principal repayment – undergrounding.	\$25,000

Maximum Indebtedness

Maximum Indebtedness represents the total amount of funds that can be spent on projects, programs, and administration in the urban renewal area over the life of the urban renewal plan. The maximum indebtedness authorized under the Dundee Urban Renewal Plan Area is \$11,337,831. The total indebtedness incurred through June 30, 2019 is \$308,799, leaving a balance of unused indebtedness authorization in the amount of \$11,029,032.

Fiscal Year Ending June 30, 2020

Tax increment revenue in the current fiscal year is budgeted at \$80,000. Proposed expenditures include completion of a concept design and construction estimates for the reconstruction of Ninth Street from Highway 99W to Alder Street. Loan repayment is for two loans through the City of Dundee, \$295,967 for undergrounding overhead utilities and \$3,900 for sewer main extension. The budget anticipates the issuance of an additional \$240,000 loan agreement with the City of Dundee for undergrounding overhead utilities. The following is a summary of the adopted budget for the fiscal year ending June 30, 2020:

Revenues

Beginning Fund Balance	13,000	
Property Taxes	80,000	
Interest Income	<u>800</u>	<u>93,800</u>

Expenditures

Legal Services	1,500	
Engineering/Architecture	15,000	
Planning	<u>1,000</u>	
Legal Notices	<u>400</u>	<u>17,900</u>
Loan Repayment	<u>75,900</u>	<u>75,900</u>
Total Expenditures		<u>93,800</u>

Taxing District Impacts

The major source of funding for urban renewal projects is tax increment financing (TIF). Once an Urban Renewal Plan and Area are established, the tax valuation for the Area is "frozen" at \$56,017,935. As properties within the Area appreciate in assessed value, the taxes generated from the increased assessed value (the "increment") over the frozen base are used to pay for the specific projects within the Area or repay indebtedness incurred carrying out the projects. Taxing districts continue to receive their share of property taxes based on the frozen assessed value within the Area. Once the Urban Renewal Area is

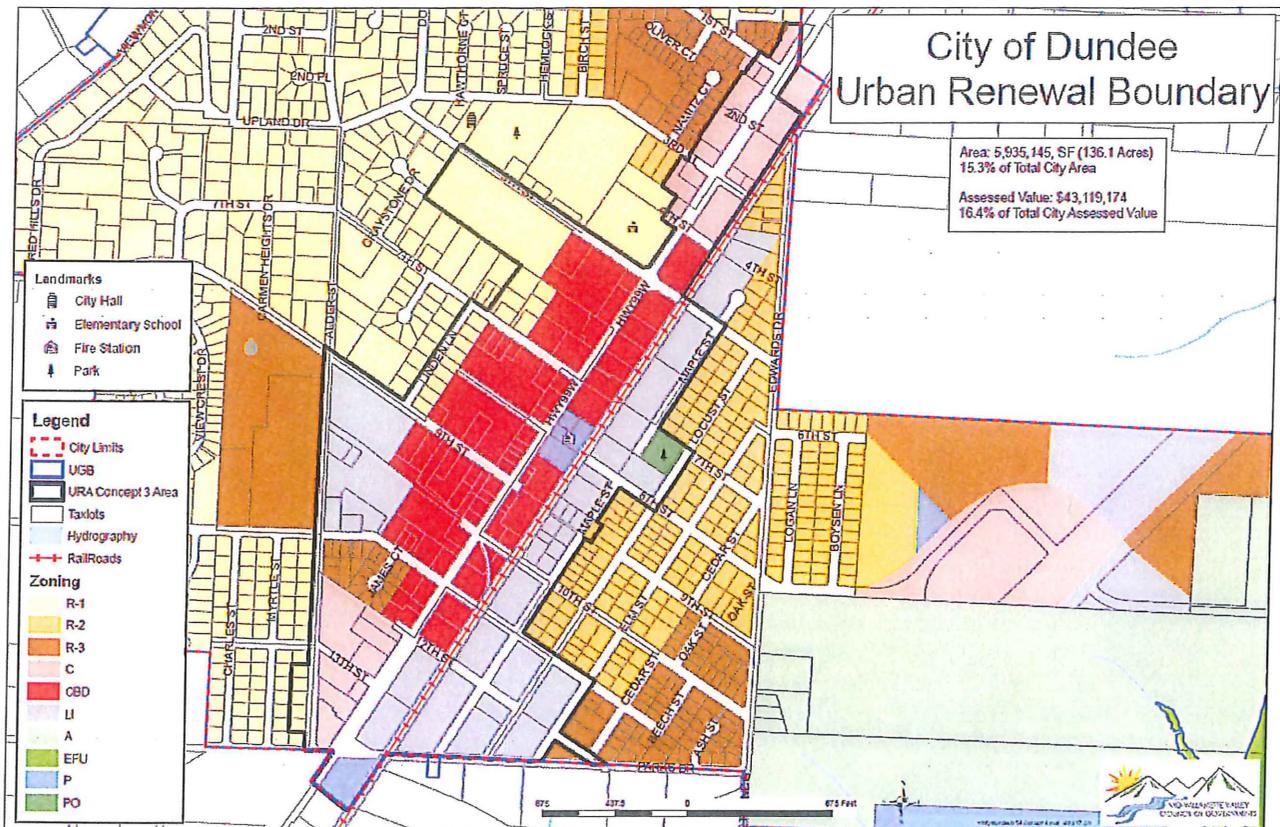
terminated, the taxing jurisdictions receive the full permanent rate of taxes. The table below shows the tax revenue foregone by the local taxing districts in the fiscal year ending June 30, 2019:

<u>Taxing District</u>	<u>Tax Rate</u>	<u>Permanent Levy</u>	<u>Revenue Foregone</u>	<u>% of Levy</u>
City of Dundee	2.3115	\$685,333	\$11,296	1.65%
Yamhill County	2.5775	\$23,258,061	\$12,571	0.05%
Chehalem Parks & Rec	0.9076	\$3,069,328	\$4,418	0.14%
Yamhill Co. Soil & Water	0.0354	\$319,432	\$148	0.05%
Yamhill Co. Extension Svc	0.0449	\$405,155	\$208	0.05%
*Newberg SD 29J	4.6616	\$15,834,637	\$22,770	0.14%
**Portland Community College	0.2828	\$960,793	\$1,364	0.14%
*Willamette Regional ESD	0.2967	\$2,660,736	\$1,423	0.05%
Aggregate Total	11.1180		\$54,198	

*No direct impact since the State School Fund backfills local funding on a per pupil allocation.
 **Only Yamhill County levy - does not include levies from Columbia, Multnomah, Clackamas or Washington counties.

Note: Permanent Levy is calculated using the total taxable assessed value for each district and the foregone revenue does not take into consideration discounts or penalties.

Map of Dundee Urban Renewal Area



AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: January 30, 2020
Re: WWTP Operations Update

Last September the City completed manual clean of the MBR plates in Train 2. The cost for removal and re-installation of the membrane cassettes was \$13,475, which was in line with the contractor's cost of the prior manual cleans, Train 1 in 2017 and Train 2 in 2016. The cleaning process was conducted by the Public Works crew of two persons for about a week. During the cleaning process the crew noted that a significant amount of fiber was attached to the plates and raised the issue of enhanced screening with Michael Humm, Kennedy/Jenks Consultants. Also, we had Kubota conduct testing of sample membranes to help determine the life expectancy of the membrane and plan for their replacement. Michael Humm reviewed concerns from the operator regarding the programming settings when conducting a clean in place acid wash, and concerns with the blowers providing sufficient scouring on a consistent basis. The operator followed through on several of the recommendations from Michael Humm to improve operations, however, there is still a need to change programming of the system software.

The person that previously agreed to have the City apply biosolids on property he leases for farming is not interested in continuing that program with the City. Staff started the process of trying to find other farmers with little success and was looking at the option of dewatering for landfill disposal. Michael Humm discussed our situation with Tribeca who offers another option. Tribeca is the firm that the City contracted to extract, transport, and land apply biosolids in 2017. Tribeca also has contracts with multiple suitable farm sites in Yamhill County that will accept biosolids.

Michael Humm will be attending the February 4 council meeting to provide an update on the 2019 manual clean of the MBR plates and to discuss options to improve WWTP operations and options for disposal of accumulated biosolids.



To: Dundee City Council
From: Greg Reid, City Engineer
Date: January 30, 2020
Re: 2020 Street Improvements Projects

BACKGROUND

The City will be utilizing this year's Small City Allotment (SCA) Agreement with ODOT to reconstruct the pavement surface and improve drainage along SW Red Hills Road between SW 9th Street and SW Upland Drive. In addition to the SCA and City funds allocated for the SW Red Hills Road project, the City has between \$200K to \$250K of additional street funds for improvement projects this year.

STREET PROJECTS CONSIDERED

The following street improvement projects are being considered.

NW & SW Walnut Avenue: NW & SW Walnut Avenue from NW Viewmont Drive to SW Upland Drive, is a local street with no curbs nor sidewalks. See the map that follows. The street varies in and has a substandard width as it extends along a relatively steep section of the City. The pavement is in poor condition with the 2017 Pavement Management Plan giving these sections a PCI rating of 21 and 53 (out of 100) with a recommendation to reconstruct and possibly overly the higher rated section. Drainage issues have also been occurring particularly near the SW 1st Street intersection.

SW 5th Street: SW 5th Street west of Hwy 99W is a parkway collector street with curbs extending to the post office and sidewalks along the school and post office properties. The pavement surface from the Hwy to the post office parking lot was reconstructed with the 5th Street intersection improvements and remains in good condition. West of the post office parking lot, the pavement is in poor condition with delamination of the past overly and fracturing of the exposed, underlying asphalt layers. Although the street has the same age and surface materials extending westerly up past City Hall, the surface conditions are much worse in front of the post office and school where heavier traffic and turning movements are increasing damages. See the highlighted area on the map that follows.

RECOMMENDATION

Since the park property along SW 5th Street west of the post office will be required to provide street improvements along the westerly portion of the street uphill of the heavily damaged section near the school and post office and due to the very poor condition of Walnut Avenue and the opportunity to reduce drainage issues along Walnut, **Staff is recommending that the available funds be used to reconstruct NW & SW Walnut Avenue from Viewmont to Upland Drive as well as the heavily damaged area along SW 5th Street near the Post Office and school.**

AGENDA REPORT

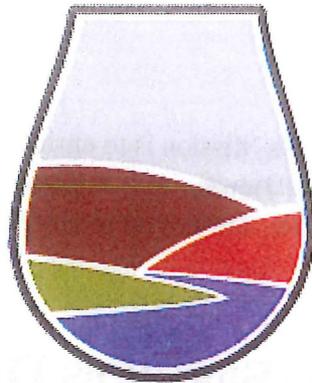
To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: January 30, 2020
Re: Tourism Website & Social Media Services Agreement

As reported at the November 19, 2019 council meeting, the Tourism Committee was interested in developing a more robust tourism website and social media services program. Since the cost was expected to exceed \$10,000 annually, the City issued a request for proposals. Per the direction of Council, the Tourism Committee opted for an agreement of short duration (one year) with the possibility of an additional one-year renewal. Attached is the revised RFP issued by the Tourism Committee. We received six responses and the Tourism Committee interviewed four vendors on January 23 over a five-hour meeting. The field was narrowed to two candidates and the Tourism Committee continued their review at a posted special meeting held on January 29. On unanimous vote, the Tourism Committee selected the top candidate and authorized the Marketing Sub-Committee to negotiate the final scope of work and fee to be brought back to the full Committee for final approval. Note: If mutually acceptable terms can not be reached, the Tourism Committee has the option of negotiating with an alternate proposer.

This has been a lengthy, in-depth process conducted by the Tourism Committee and the members are anxious to implement the new agreement as soon as possible and requests authority to be given to the city administrator to execute a contract reviewed and approved by the city attorney. The estimated annual cost of services through the agreement, not including reimbursable expenses for advertising will be under \$40,000. Tourism Committee Chair Ted Crawford will answer questions regarding the vendor selection process.

Recommendation: Motion authorizing the City Administrator to execute a contract with the vendor selected by the Tourism Committee in an amount not to exceed \$40,000 annually, provided that the agreement is first reviewed and approved by the City Attorney.

Tourism Website & Social Media Services



DUNDEE
Oregon

THE CITY OF DUNDEE
REQUEST FOR PROPOSALS

DECEMBER 26, 2019

1. THE CITY OF DUNDEE

The City of Dundee, with a population of 3,230 is a semi-rural town located 30 minutes southwest of Portland in the Yamhill County wine country. Dundee residents enjoy an abundance of highly rated restaurants, award winning wineries, unparalleled vistas, and excellent quality of life. Dundee was incorporated in 1895 and is a home rule city operating under a city charter adopted in 1998. The City is governed by a City Council comprised of six Councilors and the Mayor. The City Administrator is the administrative head of city government and is appointed by the City Council.

2. TRAVEL DUNDEE

The City of Dundee Tourism Committee's Mission is to enrich the quality of life and to improve the social, cultural, and economic aspects of Dundee by generating resources to promote travel, vacation stays, and visits to Dundee as the center and premier travel destination of the Willamette Valley.

3. GENERAL SCOPE OF SERVICES DESCRIPTION

The City of Dundee has tasked the Dundee Tourism Committee to seek assistance from an experienced social media and marketing firm to effectively promote the Dundee brand. An effective destination marketing program will result in increased visitor spending in Dundee, and increased occupancy/revenue per available room in Dundee-based commercial lodging facilities.

The City imposes a 10 percent local transient room tax (TRT) of which 70% of the collected TRT tax revenue is dedicated to the promotion of tourism and support of tourism-related facilities in Dundee. The nine members of the Dundee Tourism Committee are appointed by the City Council and are responsible for development of a long-range strategic plan aimed to promote tourism in the City. The Dundee Tourism Committee meets once a month and assigns specific projects to sub-committees that meet as needed. The prospective firm will coordinate its efforts through the Dundee Tourism Committee.

The objective of the City is to award a one-year contract. The City may opt to extend the contract for an additional one-year term. The City may also decide to initiate a new RFP process at the close of any contract period or upon termination for any reason. The City anticipates an annual budget range between \$25,000 and \$50,000 for this program. The annual budget range may increase proportionately to increases in annual TRT revenues.

Specifically, the prospective firm will conduct the following:

- Manage and maintain the City's tourism website at TravelDundeeOregon.com
- Conduct search engine optimization (SEO) on the City's tourism website at TravelDundeeOregon.com

- Harvest travelers' electronic contacts from the City's tourism website at TravelDundeeOregon.com to generate a quarterly newsletter
- Maintain and update social media platforms with new content promoting Dundee.
- Engage local merchants, developing and maintain local business contacts for at least 75% of Dundee businesses
- Create resource content for tourism businesses
- Create and maintain a database of marketing content
- Create and lead a marketing strategy
- Prepare press releases as needed
- Assist with grant writing to leverage Dundee's TRT with other partners
- Prepare a monthly activity report to be presented to the Dundee Tourism Committee
- Attend the Dundee Tourism Committee regular monthly meetings
- Maintain working relationships with other Destination Marketing Organizations

4. PROPOSAL REQUIREMENTS

1. Please limit the materials submitted in response to this RFP to no more than 12 pages in length. The response should be organized in accordance with the requested contents.
2. Briefly summarize the qualifications of your firm to perform the general scope of services desired. Include a detailed statement of understanding of the work to be performed.
3. Please provide an explanation if your firm is not able to perform one or more of the listed services described in the General Scope of Services Description.
4. Briefly discuss your firm's experience with social medial and marketing efforts.
5. Briefly discuss your firm's biggest SEO successes and most important lessons learned that your agency had.
6. How do you measure your success on projects?
7. Do you have any current or past clients in the hospitality/tourism industry? If so, please name them.
8. If available, please provide case studies and testimonials from previous or current clients?
9. Identify the individual(s) from your firm, with the appropriate name and title, who will be assigned to a contract with the City of Dundee.
10. How much of your work is outsourced and how will you maintain its quality?
11. State your fees and charges to provide the services identified in the General Scope of Services Description noted above, including a menu of services at various levels of

investment. Multiple proposals of service packages are welcomed. List the specifics on a fee schedule, and all services this fee will include:

Hourly billing rates of all individuals
Flat fee if appropriate
Anticipated expense reimbursement

12. Please provide any other information you feel is necessary for the City to make a reasoned judgment as to the qualifications of your firm.

5. PROPOSAL SUBMITTAL

Individuals or businesses interested in submitting their qualifications should contact Rob Daykin, in the manner provided below.

One copy of the submittal shall be received no later than **5:00 p.m. on January 15, 2020**. The proposals can be emailed to Rob.Daykin@dundeecity.org or mailed/messenger to Dundee City Hall, City Administrator, addressed as follows:

Rob Daykin
City of Dundee
620 SW 5th Street
P.O. Box 220
Dundee, OR 97115

No faxed materials will be accepted. Postmarks are not considered proof of delivery. Emailed proposals shall not be deemed received until an email is sent by the City confirming that the emailed proposal was received, and the format was readable by the City. If the submittal is hand delivered, it must be received and stamped by personnel at the City of Dundee's City Hall, at the address above.

Questions, inquiries, or comments regarding this Request for Proposals should be directed to Rob Daykin, phone (503) 538-3922; email Rob.Daykin@dundeecity.org.

6. EVALUATION OF SUBMITTALS

The City intends to select the firm that provides the services requested by the City and exhibits the strongest ability to provide the desired services most effectively for the least cost. The selection review team shall be comprised of the City Administrator and the Dundee Tourism Committee. The City retains sole discretion in this decision. The City reserves the right to reject any or all submittals and to negotiate or hold interviews with any one or more of the respondents. The Tourism Committee reserved **9:00 am to 11:30 am on January 22, 2020** for conducting interviews. The target date for final selection is February 4, 2020. The contract with the firm selected by the review team is subject to final approval by the Dundee City Council.



To: Dundee City Council

From: Greg Reid, City Engineer

Date: January 30, 2020

Re: 2020 Storm Improvements - Preliminary Costs

BACKGROUND

The City has identified several areas where roadside ditches along steep slopes are causing erosion issues. At this time the City has storm funds available to address some of the more severe erosion areas that are undermining the roadway and/or creating safety concerns.

SW Upland Drive: The ditches above and below the intersection of SW Upland Drive and lower SW Red Hills Drive have eroded to the edge of the roadways. In order to resolve these issues, City staff is evaluating a project to realign the storm culvert pipe crossing under the connection of lower Red Hills Drive to Upland Drive. The project would extend the pipe down Upland Drive to the culvert pipe crossing under Walnut Avenue. Ditch Inlets would be installed to collect surface run-off and upstream flows would be conveyed through pipe to significantly reduce surface flows and the resulting erosion. This would allow the ditches in this area to be filled and replaced with shallow, gravel swales that could also be used by pedestrians. Eliminating the ditch may also create opportunities for landscaping in the R/W at the NE corner of Upland Drive and Red Hills Drive. See the attached preliminary cost estimate.

Estimated Costs: \$66,336

SW Alder Street: The ditch along the westerly side of Alder Street between SW 7th Street and SW 9th Street experienced significant erosion during the intense rain events (micro-bursts) that occurred at the beginning of this year's rainy season. The erosion displaced check dams constructed using 3" rock and undermined the newly paved road in a couple locations. City staff is considering a project to install pipes then fill the ditches between driveways. Ditch inlets would also be installed to convey surface run-off from the street into the new pipe system. One drawback to the proposed is that the existing culvert pipes are very shallow which would make the new pipe through the ditch very shallow and require it to be removed and replaced if this side of Alder were to be widened in the future to meet City standards. Observation of recent storm events revealed no significant undermining since public works has repaired the undermined areas and replaced some of the rock erosion protection. See the preliminary costs that follow.

Estimated Costs: \$45,990

SW 9th Street: The ditches below SW Red Hills Drive along the northerly side of 9th Street have eroded to the edge of the roadway and are beginning to undermine the pavement in some areas. In order to resolve these issues, City staff is evaluating a project install ditch inlets, pipe through the ditches and re-grade the ditches to shallow, gravel swales. The project would install a ditch inlet at the bottom of Red Hills Drive to collect the upstream run-off and then pipe it down along SW 9th Street and connect to the existing storm system further down 9th Street. This would allow the ditches to be filled and replaced with shallow, gravel swales that could also be used by pedestrians. See the attached preliminary cost estimate.

Estimated Costs: \$64,596

Recommendation:

Due to limited City funds (estimated at \$120K) available for storm project this year, it does not appear possible to complete all three projects this year based on the preliminary costs. Since the erosion issue at SW Alder Street seems to have been reduced by PW repairs and since the proposed SW Alder storm improvements would need to be replaced if the roadway were widened in the future to meet standards, **Staff is recommending proceeding with the SW 9th Street and SW Upland Drive projects at this time and monitoring the SW Alder Street area.** If erosion continues to be an issue along this portion of SW Alder, improvements could be added to the anticipated street improvements to be made further down this portion of SW Alder Street. Since the preliminary estimates for SW 9th Street and SW Upland Drive appear to exceed the City's currently available funds, the scopes of the projects will be adjusted during final design to help match the available funds.

SW Upland Drive Storm Improvements

PRELIMINARY ESTIMATE

City of Dundee Oregon

Location: SW Upland Drive at Lower SW Red Hills Rd.
Dundee, Oregon

Date: 1/30/2020

Engineers Estimate

SECTION 1 - SITE WORK					
Item	Description	Quantity	Units	Unit Price	Amount
1	Mobilization	1	LS	5,800.00	5,800.00
2	Clearing and Grubbing/Demo	1	LS	1,000.00	1,000.00
3	Compaction & Finishing Slopes	1	LS	3,900.00	3,900.00
4	Temporary Work Zone Traffic Control, Complete	1	LS	3,900.00	3,900.00
5	Erosion Control, Complete	1	LS	1,900.00	1,900.00
Subtotal					\$16,500.00

SECTION 2 - STREET IMPROVEMENTS					
Item	Description	Quantity	Units	Unit Price	Amount
6	Rip Rap (Open Graded Rock)	62	Ton	30.00	1,860.00
7	3/4"-0" Aggregate Base	14	Ton	30.00	420.00
8	ACP Repair	180	SF	25.00	4,500.00
9	Filter Fabric	1,240	SY	5.00	6,200.00
Subtotal					\$12,980.00

SECTION 3 - STORM DRAINAGE					
Item	Description	Quantity	Units	Unit Price	Amount
10	12" Storm Main	180	LF	85.00	15,300.00
11	Ditch Inlet	3	EA	3,500.00	10,500.00
Subtotal					\$25,800.00

		\$55,280.00
Contingency	20%	11,056.00
	Total	66,336.00

SW Alder Street Storm Improvements

PRELIMINARY ESTIMATE

City of Dundee Oregon

Location: SW Alder Street between 7th and 9th Streets
Dundee, Oregon

Date: 1/30/2020

Engineers Estimate

SECTION 1 - SITE WORK					
Item	Description	Quantity	Units	Unit Price	Amount
1	Mobilization	1	LS	4,000.00	4,000.00
2	Clearing and Grubbing/Demo	1	LS	700.00	700.00
3	Compaction & Finishing Slopes	1	LS	2,700.00	2,700.00
4	Temporary Work Zone Traffic Control, Complete	1	LS	2,700.00	2,700.00
5	Erosion Control, Complete	1	LS	1,300.00	1,300.00
Subtotal					\$11,400.00

SECTION 2 - STREET IMPROVEMENTS					
Item	Description	Quantity	Units	Unit Price	Amount
6	Rip Rap (Open Graded Rock)	10	Ton	30.00	300.00
7	3/4"-0" Aggregate Base	20	Ton	25.00	500.00
Subtotal					\$800.00

SECTION 3 - STORM DRAINAGE					
Item	Description	Quantity	Units	Unit Price	Amount
8	12" Storm Main	225	LF	85.00	19,125.00
9	Ditch Inlet	2	EA	3,500.00	7,000.00
Subtotal					\$26,125.00

		\$38,325.00
Contingency	20%	7,665.00
Total		45,990.00

SW 9th Street Storm Improvements

PRELIMINARY ESTIMATE

City of Dundee Oregon

Location: SW 9th Street just below (East) of Red Hills Drive
Dundee, Oregon

Date: 1/30/2020

Engineers Estimate

SECTION 1 - SITE WORK					
Item	Description	Quantity	Units	Unit Price	Amount
1	Mobilization	1	LS	5,700.00	5,700.00
2	Clearing and Grubbing/Demo	1	LS	900.00	900.00
3	Compaction & Finishing Slopes	1	LS	3,800.00	3,800.00
4	Temporary Work Zone Traffic Control, Complete	1	LS	3,800.00	3,800.00
5	Erosion Control, Complete	1	LS	1,900.00	1,900.00
Subtotal					\$16,100.00

SECTION 2 - STREET IMPROVEMENTS					
Item	Description	Quantity	Units	Unit Price	Amount
6	Rip Rap (Open Graded Rock)	10	Ton	35.00	350.00
7	3/4"-0" Aggregate Base	28	Ton	25.00	700.00
Subtotal					\$1,050.00

SECTION 3 - STORM DRAINAGE					
Item	Description	Quantity	Units	Unit Price	Amount
8	12" Storm Main	308	LF	85.00	26,180.00
9	Ditch Inlet	3	EA	3,500.00	10,500.00
Subtotal					\$36,680.00

			\$53,830.00
Contingency	20%		10,766.00
	Total		64,596.00



The following additional
pages were addendum items
from the February 4, 2020
City Council Meeting.

City Engineering Update

City of Dundee

February 4 2020



Kennedy Jenks

Agenda

MBR Cleaning Update and Next Steps

Biosolids Disposal Discussion

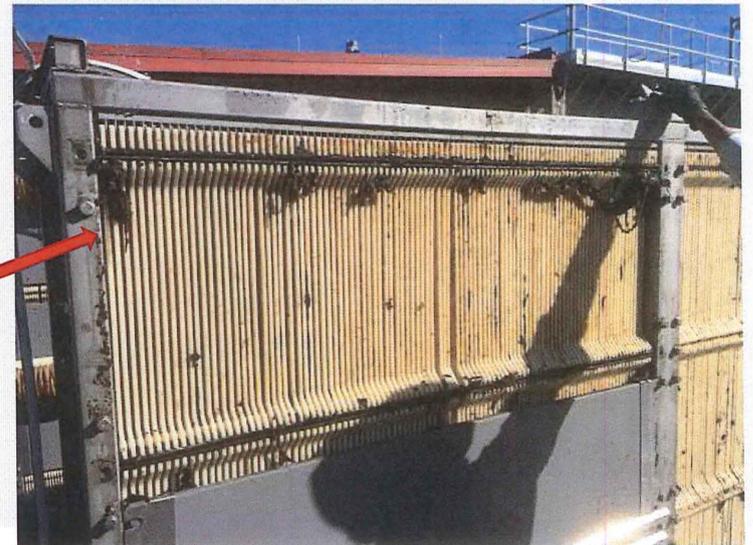
MBR Cleaning Update

- MBR Train 2
 - Reduced Flow Capacity
 - CIP Recovery was short lived
 - Visually fouled membranes
- Isolated one set of cassettes due to high TSS (physical break)



MBR Cleaning Update

- Observations and Findings:
 - Broken pipe was cause of high TSS
 - Bearding: Solids accumulating/binding
 - Fine solids, minimal grit
- Improved air scour and possibly better screening will provide improvement



Destructive Testing

- Tensile testing
 - Measure of fatigue and deterioration

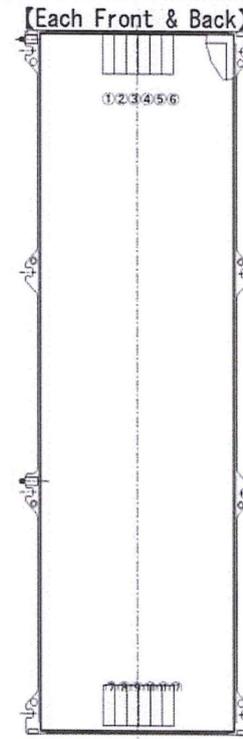
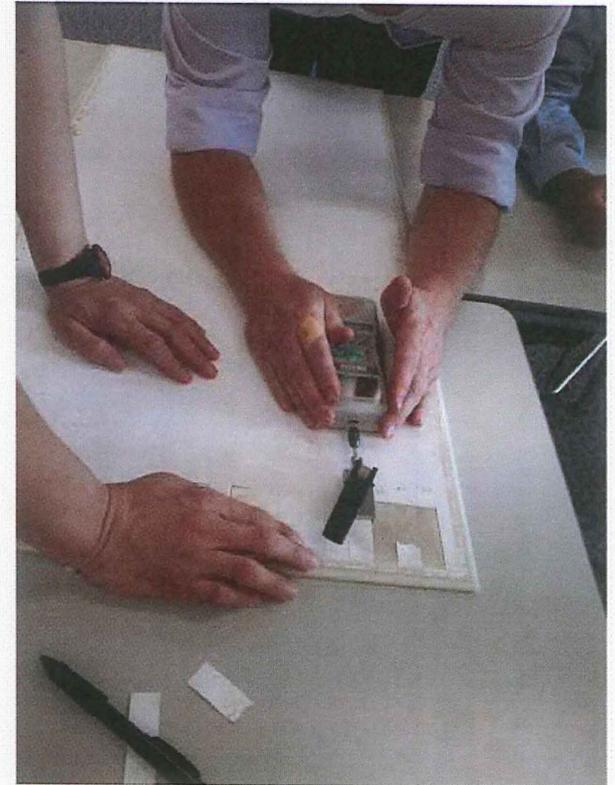


Figure 1 Sample No. for Tensile Strength Test



KUBOTA Membrane USA Corporation

Destructive Testing

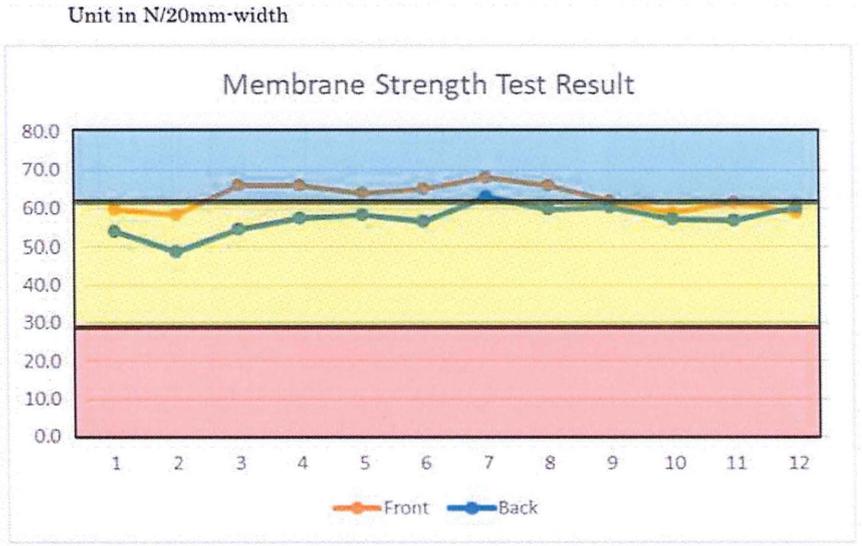
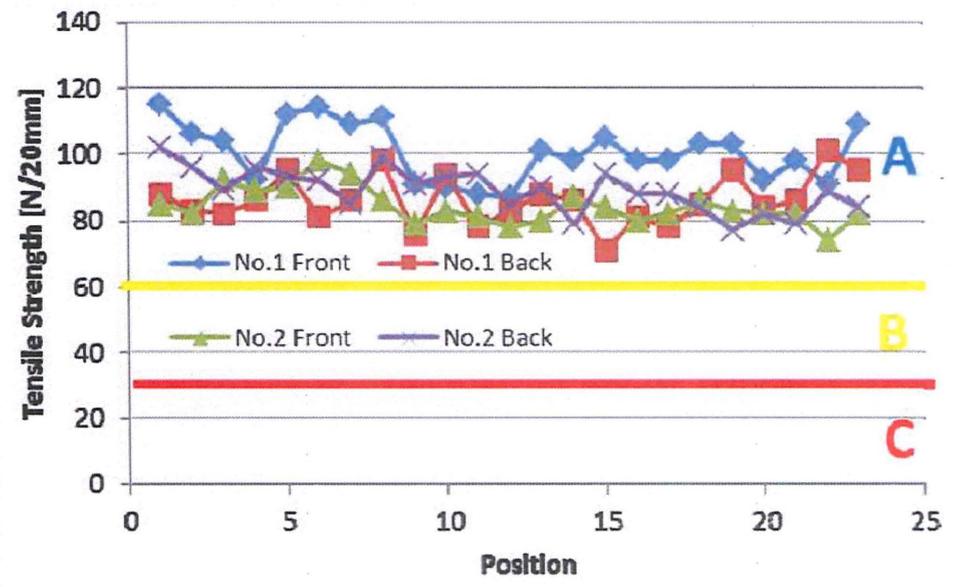


Figure 2 Tensile strength (Oct. 2019)

2019



2016

Destructive Testing

- 50%-60% of initial tensile strength
- Not severe weakness for immediate replacement, highly recommended to monitor and conduct testing annually
 - Not likely a catastrophic failure
- 10 year +/- lifespan
 - Phased replacement strategy OK
 - Cell by cell/cassette by cassette
 - Consideration for additional cassettes
 - \$130/membrane
 - 400 membranes/cassette = \$52,000
 - 10 cassettes = \$520k

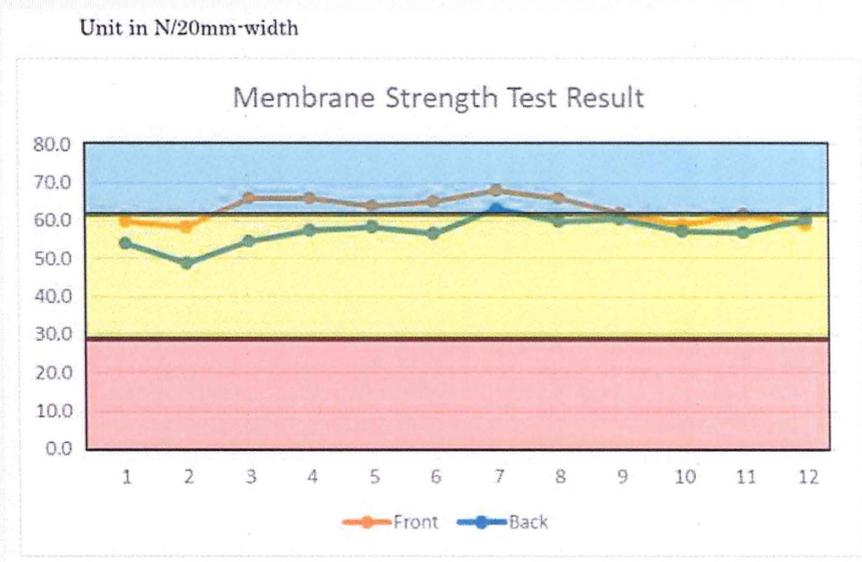
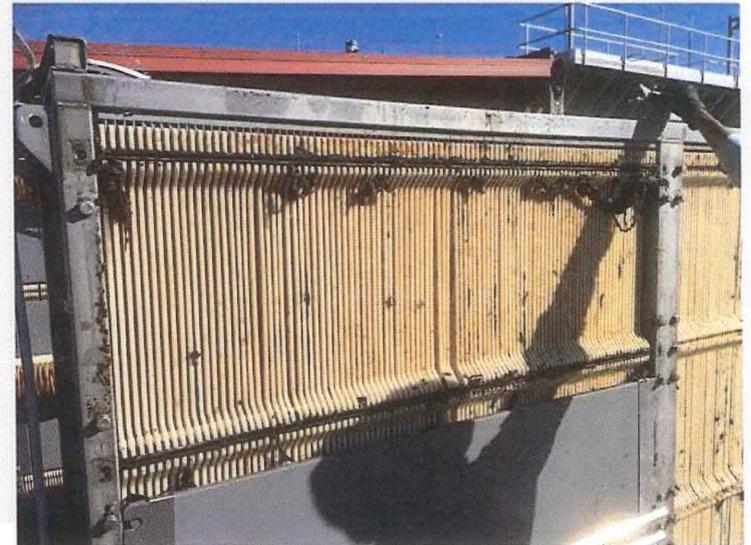


Figure 2 Tensile strength (Oct. 2019)

2019

MBR Next Steps

- Program Modifications
 - T&M programing contract – authority needed.
 - Proposed NTE \$5,000
 - Process changes show improvement
 - Thinner MLSS
 - Better headworks cleaning operations
 - Finer Screening to address bearding?



Temporary Screening

- Install a temporary screen at MBR
- Testing /data collection to define severity and design criteria
- Fabrication by plant staff
 - Will be labor intensive



Next Steps

- Programming modifications – T&M contract w/Programmer
- Monitor ongoing benefits in performance based on process changes
- Install temp screen as trial/testing
- Start planning and budgeting for membrane replacement- phasing strategy to alleviate cost expenditure

Biosolids Disposal Update

- Permitted Land application sites no longer interested
 - Public reaction to previous application
 - Authorization Requirements restricted farming practices – fencing

Dundee Wastewater Treatment Plant

2017 Annual Biosolids Report



Biosolids Path Forward

- Biosolids Mngt Plan Permits
 - Land Application &
 - Landfill
- Land Application process:
 - Site Authorization
 - DEQ review/public comment
 - Testing and monitoring
 - 3rd party hauling contracts

Dundee Wastewater Treatment Plant

2017 Annual Biosolids Report



Land Application

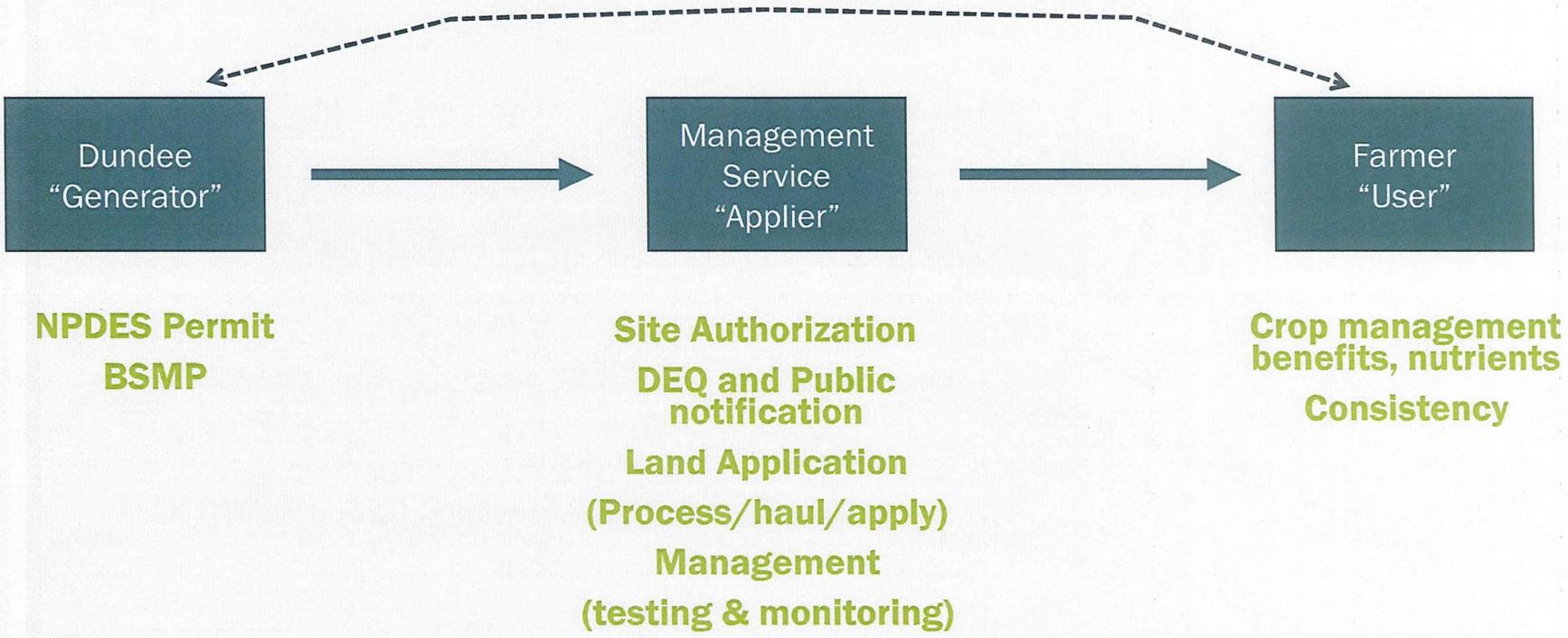
- Cost effective, but subject to outside risks
 - Needs legwork – find sites and secure agreements
 - Needs collaboration with farmer and application contractor
 - Long term stability will always be a question
 - Build relationship w/farmer
 - Secure a long term contract with hauler
 - Public Involvement support
- Land Management involvement

Dundee Wastewater Treatment Plant

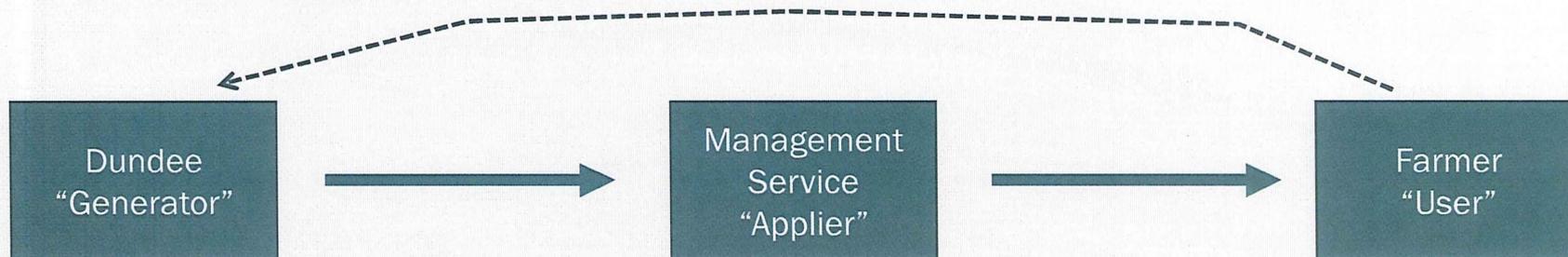
2017 Annual Biosolids Report



Land Management Approach



Land Management Approach



- Improves long term stability
- Identified permitted site in Ballston (24 miles)
- Liquid or cake TBD
- Target July/August/September

Landfill

- No additional authorization needed
- Landfill screening/testing req'd
- Paint Filter test
- 3rd party – dewatering and hauling

Dundee Wastewater Treatment Plant

2017 Annual Biosolids Report



Landfill

- Limited options
 - Waste Management
 - ~~McMinnville Riverbend~~ (15 miles)
 - Arlington Columbia Ridge (170 miles)
 - Republic Services
 - Corvallis – Coffin Butte (45 miles)
- Tipping fees add cost
 - Keep as a backup option

Dundee Wastewater Treatment Plant

2017 Annual Biosolids Report



Biosolids Path Forward

- Recommendation to pursue management services
 - Public solicitation
- DEQ coordination
- Land application this summer

Dundee Wastewater Treatment Plant

2017 Annual Biosolids Report





Questions