

**CITY COUNCIL MEETING  
TABLE OF CONTENTS FOR MINUTES  
February 21, 2017**

Call to Order .....	2
Council and Staff Attendance .....	2
Public Attendance .....	2
Agenda Changes .....	2
Public Comment.....	2
Consent Agenda.....	2
Old Business .....	2
Alder Street & Niederberger Road Parking Restrictions.....	2
Sewer Video Inspection Quotes .....	3
Snow Plow Quotes.....	3
New Business .....	3
Ordinance No. 557-2017, Repeals DMC Chapter 1.16.....	3
Helicopter Landing Variance Request .....	3
Sidewalk/Streetscape Project Update .....	4
Council Concerns and Committee Reports.....	5
Mayor's Report.....	6
City Administrator's Report .....	6
Public Comment.....	7

**City of Dundee**  
**City Council Meeting Minutes**  
**February 21, 2017**

**Call to Order**

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

**Council and Staff Attendance**

Present: Mayor David Russ; Councilors Tim Weaver, Doug Pugsley, Kristen Svcarovich, and Ted Crawford. Excused Absences: Councilors Jeannette Adlong and Storr Nelson. Staff members: Rob Daykin, City Administrator; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

David Rath, Precision Helicopters, Newberg.

**Agenda Changes**

City Administrator Rob Daykin advised that Dundee City Engineer, Greg Reid, is in attendance and will provide an update with regard to the sidewalk project.

C.A. Daykin informed that Item 12, Executive Session, will be removed from the meeting.

**Public Comment**

None.

**Consent Agenda**

**The motion** was made and seconded to approve Consent Agenda. C. Weaver noted a correction to change Officer Ronning to *Sergeant* Ronning on pages 2-5 of the City Council Minutes, February 7, 2017. **The motion** was amended and seconded to approve Consent Agenda items 5.1 City Council Minutes, February 7, 2017 and 5.2 Financial Report ending January 31, 2016. **The motion** passed unanimously.

**Old Business**

**Alder Street & Niederberger Road Parking Restrictions**

The report provided by City Engineer, Greg Reid, regarding the proposed No Parking signs that are being considered along Niederberger Road and Alder Street between 7<sup>th</sup> and 11<sup>th</sup> Streets was reviewed and briefly discussed. **A motion** was made and seconded to approve City Engineer Reid's recommendations with regard to the No Parking signs along Niederberger Road and Alder Street (7<sup>th</sup> to 11<sup>th</sup> Streets). **The motion** passed unanimously.

C.E. Greg Reid led a brief discussion regarding placement of the signs to be located on Alder Street (between 7<sup>th</sup> and 9<sup>th</sup> Streets). He noted that placing the signs to restrict parking on one side only could be done now even with upcoming road width expansion and improvements associated with Alder Hill subdivision. C. Svcarovich pointed out that she doesn't note people to park in that area presently, and she supported waiting until the development street improvements are finished prior to placing signs to allow parking at least on one side. C.E. Reid advised that there are some areas where the shoulder is wide enough and graveled, where someone could park off of the pavement; there are also areas where there is shoulder where they could park though it is not

wide enough which is why he selected the sign choice indicated. C. Svicarovich inquired as to whether or not the City has received any feedback from any of the residents. C.A. Daykin advised letters were mailed to the property owners adjacent to the streets that the Council was considering the parking restrictions, but he has not received and comments. He informed that the City just today received plans for the Alder Hill subdivision construction. The consensus of the Council was to wait until construction is complete before placement of the signs on Alder Street. C.E. Reid confirmed with the Council that the City will move forward with the 30-45 degree angle on the signs as discussed previously.

### **Sewer Video Inspection Quotes**

C.A. Daykin informed that Pacific Int-R-Tek submitted the only responsive bid, though quotes were solicited from other contractors. The City has used Pacific Int-R-Tek on a previous project. **A motion** was made and seconded to approve contracting with CCTV inspection services with Pacific Int-R-Tek for an expected project cost of \$9,884. **The motion** passed unanimously.

### **Snow Plow Quotes**

C.A. Daykin explained that previously there was a misunderstanding with regard to one of the quotes from Pacific Truck Colors, Inc., as to whether it included installation or not; it did not include installation. A requote was obtained (page 53) from that same provider. C.A. Daykin noted that if the Council wishes to pursue the lowest bid that's most convenient for the City that would be Pummel Truck Supply in the amount of \$7106 (which is about \$500 more than what was thought to be the previous low bid last time that decision was made). Brief discussion ensued. **A motion** was made and seconded to authorize the Dundee Public Works Department to purchase a snow plow from Pummel Truck Supply Co. in the amount of \$7,106 and purchase a sander from Pacific Truck Colors, Inc. in the amount of \$4,299. **The motion** passed unanimously.

## **New Business**

### **Ordinance No. 557-2017, Repeals DMC Chapter 1.16**

C.A. Daykin reviewed that after completing some research with regard to Initiative and Referendum Procedures, the City Attorney has recommended repealing the existing code provisions and replacing it with a much more streamlined chapter as shown in Exhibit A on page 66. The current regulation was out of date with contemporary election procedures and in conflict with state law. Brief discussion ensued. **A motion** was made and seconded to adopt Ordinance No. 557-2017, an ordinance revising Chapter 1.16 of the Dundee Municipal Code relating to initiative and referendum. **The motion** passed unanimously.

### **Helicopter Landing Variance Request**

Mayor Russ reviewed the fact that the Council has the authority to grant a variance if they determine there is a benefit to the community. M. Russ invited David Rath, Precision Helicopters, Newberg, to address the Council with his request. Mr. Rath advised that Precision Helicopter has been located off of Dopp Road in Newberg since 1983. He reviewed that his wife is a teacher and that Precision Helicopter does a lot of things for the elementary schools in Newberg and Dundee. Mr. Rath advised that Precision Helicopter, in conjunction with Dobbles Family Estate, will participate in the Dundee Elementary school auction to raffle off their Tour DeVine by Heli package for 100% donation to the school, thus benefitting the school district with the monies raised. He explained that they have been requested to have a helicopter present at the event on March 4, 2017 to help promote their donation. Mr. Rath reviewed that they have already been granted permission to bring a helicopter in by Dobbles Family Estate/Wine by Joe for this event. He also noted that bringing the helicopter in for the event is weather permitting. Further discussion ensued regarding specific details, including the fact that they will be landing one time

and leaving one time; essentially parking the helicopter on site. Mr. Rath also suggested that they coordinate this with the police department and fire department as well. C. Pugsley pointed out that he recognizes the value of their donation and noted that he has attended the auction several times. He pointed out that Dundee elementary school does great work with their auction receipts; they fund many truly academic programs through an application process. **A motion** was made and seconded to grant a variance to Precision Helicopter, LLC to land and take off a helicopter at Dobbles Family Estate, landing on the morning of March 4, 2017 and departing on March 5, 2017. Discussion briefly ensued regarding the fact that Dobbles opens at 11:00 a.m. on March 4<sup>th</sup>, and landing prior to that would be necessary, though landing too early in the morning would also not be desirable. C. Svcarovich pointed out that asking police to provide traffic control during the landing/taking off due to the close proximity to the traffic signal onto the state highway. Brief detailed discussion ensued regarding exact landing. **The motion** was amended to include coordinating with local emergency staff for safe ingress and regress, as well as arrival and departure time of between 8:00 a.m. and 10:00 a.m. **The motion** passed unanimously.

### **Sidewalk/Streetscape Project Update**

C.A. Daykin advised that the City did a pre-advertising of the project in last week's Daily Journal of Commerce; a lot of interest was shown. C.A. Daykin further informed that we still have no permit yet from ODOT; the City is still waiting to hear back from them and feel it's eminent that it will be received. C.E. Reid informed that ODOT let him know at the end of last week that they are waiting on a traffic engineer review; the engineer was out of town and was scheduled to return today. C.E. Reid is hopeful that tomorrow he will be notified of their approval to move forward. C.E. Reid informed that he will plan to post the bid documents on Friday, February 24, 2017. He noted that he and C.A. Daykin are trying to assess what the appropriate bid period should be for this project; C.E. Reid would like to give four weeks, though three weeks may be enough. The pros and cons of the length of the bid process were discussed. C.E. Reid discussed in detail his thoughts and ideas pertaining to this process. C. Pugsley advised that he is open to a special session Council meeting if we were to allow a four week bid process, which might facilitate better quality bids. C. Svcarovich pointed out her belief that four weeks is fairly standard with where things stand in the bid season; there are a lot of bids going out right now. She also pointed out that giving this amount of time will allow for extra time to respond to any questions, and advised she is open to the idea of a special meeting to award that as well. Discussion ensued regarding the bid process itself. C. Crawford pointed out that the timing seems to be good for going up for bid, especially given that another similar sized project bid and was awarded in nearby McMinnville recently; additional details regarding this project were discussed. C.E. Reid discussed the specific parameters of the Dundee project as requested by C. Crawford. C.E. Reid then informed that he will plan to allow four weeks to go out for bidding.

C.E. Reid provided the Council with handouts regarding a potential concrete stamp design idea, as well as sidewalk maps reflecting possible stamp design locations. C.E. Reid reviewed the maps with Council in detail. The size of the sidewalk score lines and potential concerns were discussed. In front of the fire station approximately 1 inch wide score lines were placed with a large tool; these large score lines are not required and C.E. Reid advised that he will specify that the smallest possible tool be used for this project; he is hopeful of approval regarding this matter. Discussion ensued regarding the potential specific locations for the stamped image as noted on the maps provided. C. Svcarovich expressed her concern regarding adding texture to the top of the ADA ramp, especially with regard to ODOT; C.E. Reid advised that ODOT has already seen the plans and is aware that we are planning the stamp in that location. C. Svcarovich pointed out the importance of specifically discussing with ODOT our desire to add the stamped image to the ADA ramp area, given the many specifications these ramps have already. She informed that ODOT will have an inspector review the ADA ramps upon completion. C.A. Daykin inquired as to whether or not the Council is satisfied with the line impression at the noted location. He

pointed out that it's been a number of years since this was discussed, and recalled that one of the alternatives was to do a thermoplastic image with color. He advised that an image could be done in a colorized format which could be adhered to somewhere in the vicinity on the diagonal between the ramps post-construction or anytime. C. Svcarovich pointed out that if this is done the City won't have any issues with it from an ADA perspective. Further discussion ensued regarding positioning of the image, as well as additional potential design ideas were discussed. C. Pugsley inquired as to how much more expensive the thermoplastic option would be to which C.A. Daykin could not recall. C. Svcarovich shared her support of removing the stamped image from the ADA ramps altogether and having nothing there. C. Crawford suggested the possible alternative idea of adding something decorative to the poles of the street lights as another option. C. Weaver pointed out that cracks and lines in the sidewalks are going to fill in with dirt and debris, even more so than a residential sidewalk he believes; the fewer cracks and scores, he believes the cleaner it will stay. The consensus of the Council was to remove the stamped image designs from the sidewalk plans. Discussion ensued regarding the concrete scoring details surrounding the ADA ramps.

C. Weaver expressed his concern that Councilors Adlong and Nelson aren't present at the meeting, and would likely have input to offer with regard to the Sidewalk Project. C.A. Daykin advised that an email could be sent to them regarding the decision to remove the concrete stamping, and the topic could also be revisited at the next Council meeting.

C. Weaver shared his opinion that he is not supportive of the concrete score pattern discussed due to the fact that he believes the lines will fill with dirt and require a lot of maintenance to keep clean. Further discussion ensued regarding concrete scoring options. C. Crawford suggested that the Councils each take a look at the scoring present on Tenth Street sidewalks for a good example of what it could potentially look like.

C.A. Daykin acknowledged that he and C.E. Reid had discussed, though are not proposing it for this project, updating all of the local City street signs that come up to Highway 99W. C.A. Daykin suggested the idea of coming up with a unique design for the street signs in the downtown core, possibly including the leaf emblem in the corner. He suggested the possibility of using different funding for this at a future date.

## **Council Concerns and Committee Reports**

C. Crawford noted that even with the recent record breaking rain it seems the improvements completed on Charles Street and Fir Court were successful; he noted absolutely no flooding on Charles Street in the low part even during peak rains. C. Crawford inquired as to how the WWTP has handled the recent rains. C.A. Daykin informed that they are still receiving a lot of water but it seems things return back to normal levels more quickly following these influxes. He also noted that with the tremendous amount of water, the WWTP ended up running pumps last week to put water in former Lagoon 1; it is starting to fill up again and the material will need to be processed at a later date. C.A. Daykin noted that it's their hope that the video inspection will confirm the success of the sewer repairs completed last year; if they failed it is still under warranty and we can get that corrected. Any new issues that did not show up the first time should be discovered and, if found, could be corrected. C.A. Daykin noted that this is an ongoing endeavor and, from the perspective of the operator, things are abating more quickly following the initial peaking from a storm event. C. Weaver inquired as to how other similar sized cities have managed in our area. C.A. Daykin advised that he is unaware.

C.A. Daykin informed that the City had their first meeting at the WWTP on Friday with attorneys representing the various insurance providers for the persons that would be possibly responsible

for repairs to the control panel and electrical system that were flooded due to a construction defect involving unsealed conduits. He advised that they will continue moving through that process.

### **Mayor's Report**

M. Russ advised that he has been observing 99W with regard to the potholes present. He informed that he contacts the person in charge of maintenance from time to time. He advised that some work was done a month or so ago, but the northbound lanes have recently gotten worse.

Mayor Russ pointed out that the topic of View Preservation is not included on the agenda within Pending Business. C. Pugsley reviewed his position that the City of Dundee does not belong in a property rights issue such as view preservation. M. Russ thought he recollected that Council and the City Administrator were asked to gather additional information about specific view protection possibilities. C. Crawford reviewed that he had found information pertaining to protecting a specific view, such as the view of a specific feature that the town had put value in protecting; though the view in Dundee is nice, there is not a specific view that would be protected. C. Weaver pointed out the previous discussion with regard to overgrown trees and old growth. M. Russ pointed out that at some point trees can become a hazard which he informed is a separate issue. C. Weaver and C. Svicarovich recalled a previous discussion in which the Council agreed not to move forward with the complex issue.

### **City Administrator's Report**

C.A. Daykin advised that we had scheduled to meet with City Attorney Jacob Zahniser, with regard to the fire station construction defects. He informed that Attorney Zahniser has a mediation scheduled for May 15, 2017. C.A. Daykin advised that he will attempt to reschedule an Executive Session with him at the April 18, 2017 meeting. Attorney Zahniser will prepare a demand letter in advance of this meeting and would like to make sure he has appropriate feedback from City Council on some of the issues.

C. Crawford inquired as to when ODOT will begin hanging the decorative metal sheets on the overpass bridge. C.A. Daykin advised that he is unaware of the timeline for this. A brief discussion ensued and Council felt that by April ODOT had noted this would be complete. C. Crawford informed that they have begun installing the bolts on the side, and a brief conversation ensued with regard to their progress on the overpass. C. Weaver pointed out that the Cobra heads are still on the lights. C.A. Daykin informed that he has not heard back from ODOT with regard to that issue. Brief discussion ensued.

C.A. Daykin informed that the Dundee Urban Renewal Agency hosted their open house on February 15, 2017. Though he is unsure whether or not anyone from the general public attended, there was a newspaper reporter there as well as several members from the Committees. The open house was followed by a workshop session with the Planning Commission. C.A. Daykin advised that overall the Planning Commission was very receptive and supportive. They will make their final recommendations to City Council at their March 15, 2017 meeting.

C.A. Daykin advised that the City budgeted transfers from the State Shared Revenue Fund to the Parks Fund to support the park construction project. This amount was \$10,000 the previous fiscal year. C.A. Daykin noted that \$10,000 was transferred but unfortunately the quarterly payment that was supposed to come in (in early May) from the State Department of Revenue did not come in at that time but came in late, arriving in July. Because of this, C.A. Daykin had to reverse that transfer as there was not enough money. He further noted that the \$5,000 he was relying on to come in the last fiscal year landed in early July. As a result, he came up short in the Park Fund now that this project has been completed. He informed that the budget can be fixed one of two

ways. Because of the fact that the money came in July instead of May (which was unanticipated), that supports a classic supplemental budget approach; new revenue could be applied towards this expense. C.A. Daykin described this process in detail. He also described the transfer method, a second method of addressing the issue. This process was noted to be an effective and somewhat simpler process, though both options would require a Resolution. The consensus of the Council was to proceed with the transfer method and C.A. Daykin informed that he will bring a Resolution to the next Council meeting.

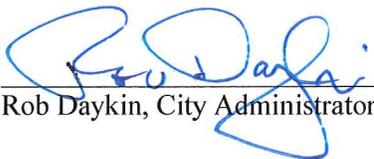
**Public Comment**

None.

The meeting was adjourned at 8:06 PM.

  
\_\_\_\_\_  
David Russ, Mayor

Attest:

  
\_\_\_\_\_  
Rob Daykin, City Administrator/Recorder