

**CITY COUNCIL MEETING
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March 1, 2016**

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City of Dundee
City Council Meeting Minutes
March 1, 2016

Call to Order

Council President Adlong called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Councilors Jeannette Adlong, Ted Crawford, Storr Nelson, Doug Pugsley, Kristen Svcarovich, and Tim Weaver. Excused Absence: Mayor David Russ. Staff members: Rob Daykin, City Administrator, Shelby Rihala, City Attorney, Greg Reid, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Nancy Boyer, Mid-Willamette Valley Council of Governments, Dawn Nelson, and Scott Salsberry.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, February 16, 2016. The motion passed unanimously.

Old Business

City Administrator Annual Evaluation

The annual evaluation for City Administrator Daykin has been facilitated by Nancy Boyer, Mid-Willamette Valley Council of Governments, on even years. Last year there was interest in a different process. Council President Adlong asked the Council's input on the evaluation process. Councilor Crawford inquired if the personal traits on the evaluation sheet are used for other cities, noting there is redundancy in some of the questions. Boyer responded it is a standard form for a city manager's evaluation. She has reviewed other performance evaluation forms; some of them have the same categories with specific ratings under the categories. This form has a description of the traits for help with rating. Feedback is important to a city administrator on what he is to do, how to spend his time, and if he is doing a good job. A primary focus in the evaluation should be on achievement of Council goals. Boyer has provided summarized comments back to C. A. Daykin. Councilor Nelson appreciates seeing the opinions of the Council members. Boyer referred to a 360 degree evaluation; where evaluation forms are distributed to the Council, colleagues, and employees. It is a good feedback tool for use by an administrator and works well in a large organization where anonymity can be maintained, but is not as effective for evaluation of a city administrator. Crawford asked for a copy of the updated goals from 2014 to aid with the evaluation process. The majority consensus approved of the current evaluation format. The evaluation form and the updated 2014 goals will be forwarded to the Council for completion by March 28th. The evaluation will be on the agenda for the April 5th meeting.

The Council agreed to address New Business item 7.2 Budget Committee Appointments next.

New Business

Budget Committee Appointments

There are two vacancies on the committee. Dawn Nelson has applied for reappointment. Four applications were also received from: Scott Salsberry, Nick Jungwirth, Aaron DeLong, and David Ford. Nelson and Salsberry were present.

Councilor Pugsley questioned Dawn Nelson's involvement with the City of Newberg. Nelson replied she was a City Councilor for a couple of years and she started her accounting career in the City of Newberg's Finance Department while she was in high school. She works for a small non-profit with accounting systems similar to government. She has served one term on the Budget Committee and has enjoyed it. Pugsley asked what she could bring to a discussion surrounding many requests for funds with very limited funds. She replied she is aware there is not a lot of room in the Dundee budget and cautioned that there may be a time when there will not be funds to distribute in response from outside funding requests as we are not necessarily a granting agency.

Council President Adlong asked Scott Salsberry why he wished to be a member of the committee. Salsberry responded that he been on other budget committees. He would like to learn more about city and become more involved in the community. Pugsley asked what he could bring to a discussion surrounding many requests for funds with very limited funds. Salsberry stated he has a twenty year background in banking. He was a student representative on the Portland Community College Budget Committee. He has some knowledge from his wife's involvement with the Dundee Budget Committee.

The Council requested that the other applicants be invited to the next meeting to allow interviews. **The motion** was made and seconded to reappoint Dawn Nelson to the Budget Committee with terms expiring December 31, 2018. **The motion** passed unanimously. This will return to the March 15th agenda to fill the remaining seat.

Old Business

Spring Clean-Up Event

An objective to implement a yearly spring clean-up event was added to the 2016 Goals. C.A. Daykin inquired if this was in response to the mill not taking woody materials or an interest in a bigger community cleanup program. He asked if this might be a program for Waste Management (WM) to be involved in and be invited to discuss with the Council.

Councilor Weaver understood the clean-up would provide a place for citizens to drop spring growth. C. Crawford referred to the community clean-up events previously hosted by the Dundee Civic Association (DCA). He would like to see the town and the Harvey Creek Trail addressed with a clean-up event. Adlong referred to a past survey to determine if citizens would like the option to pay for extra yard debris pickups during specific seasons; which came back with a negative reply. Pugsley noted the major Council concern is cost. Daykin pointed out that the DCA has since disbanded and there is no longer a business organization in town to take the lead for a cleanup project. Crawford suggested the use of the George Fox University Serve Day volunteers; but the drawback is their event is at the end of summer. Daykin also noted Serve Day is usually on a Wednesday; not the best time to engage the community. Weaver added they usually address special projects.

C. A. Daykin offered an option for yard debris waste of the use of vouchers for WM's transfer station. The cost could be offset by the city or paid by the customer with the program managed by either WM or the city.

C. Pugsley suggested publishing the dates for hazardous waste disposal in the city newsletter. Adlong suggested another survey in the upcoming newsletter. Crawford suggested also including in the utility bills and on the reader board.

C.A. Daykin supported a community cleanup program; but cautioned that it might be too much for staff to organize. Crawford suggested approaching a church. Weaver suggested the Dundee Elementary School. Daykin will approach Principal Langdon to determine if this might be a suitable community project for the students for the spring of 2017.

The majority consensus supports a survey in the newsletter to determine the need for additional yard debris options and if citizens would volunteer for a community cleanup. Councilor Svicarovich suggested the use of the students for maintenance on the Viewmont Trail.

C-More Pipe Change Order

At the February 2nd meeting the Council authorized work for the additional defective manholes up to a total project cost of \$30,000. The four additional manholes identified for repairs at the February 2nd meeting were repaired prior to formal approval from the City. The work is reflected in Change Order 3. The City Administrator asked the Council to affirm his authorization of Change Order 3 to complete repair of the manholes with I & I defects. Staff advised that the work appears to be having some effect on reducing I & I flows to the WWTP after the one inch rain a couple of weeks ago. **The motion** was made and seconded to approve Change Order 3 to C-More Pipe Manhole Repair Contract, extending the total project cost to \$32,552. **The motion** passed unanimously.

New Business

Landscape Services Agreement

The City has hired student workers, part-time, to maintain the landscaped areas in the public right-of-ways (ROW) and other maintenance work. Public works staff lacks the expertise and is not able to perform the needed maintenance when it is needed. Daykin asked for approval to contract with the Chehalem Park and Recreation District for them to provide maintenance to the landscape areas in the ROWs. There will be additional landscaped areas in ROWs including areas by the Bypass fishhook connection along Highway 99W. Public Works staff can handle mowing.

C. Pugsley inquired if the City would still employ part-time student help. Daykin relayed that Public Works Supervisor Mustain has shown interest in hiring a part-time adult worker to help with the additional workload. Student workers would not be maintained. Pugsley referred to the suggestion to use Tourism funds for maintenance. Daykin relayed an initial discussion with the Tourism Committee. The landscaped areas are being created part to bring tourism and it would make sense to maintain them with Tourism tax revenue. The other funding source would be gas tax funds.

C. Adlong questioned an agreement without a budget estimate for work to be completed. Daykin replied the agreement allows for the relationship to be established; work will be on a time and materials basis.

C. Crawford shared discussion with Tom Edwards regarding the need to repair the potholes on Dundee Landing Road. There is a possibility for the city to maintain the road to the Paddle Launch in exchange with CPRD for landscaping work. Daykin advised that CPRD is agreeable. The City's current responsibility is for the sixty foot easement; beyond that the easement, private property, is not our responsibility. With Council's agreement we will maintain the road and write it off against the landscaping. Crawford suggested adding language to address this matter to the agreement. Daykin asked the Council for authority to sign the agreement after approval from the

City Attorney. **The motion** was made and seconded to authorize the City Administrator to execute the intergovernmental agreement with Chehalem Park and Recreation District for landscaping services following review and approval of the final draft of the agreement by the City Attorney. **The motion** passed unanimously.

Dundee's Local Government Dinner

C.A. Daykin advised that Argyle Winery is not an option. Assistant City Recorder Manning reviewed the pluses and minuses of all the options presented in the packet for the Local Government Dinner upcoming on August 16th. Manning recommended approval of Domaine Roy Winery for the event. Once the site is confirmed a request for proposal for catering will be completed. The majority consensus supported the dinner to be held at Domaine Roy Winery.

Council Concerns and Committee Reports

C. Crawford reported the Tourism Committee has found an architect to complete façade renderings for improvements to Dundee Garden Art and City Center Market at an estimated cost of \$1,500 to \$2,000. A decision on the renderings will be made at the next Tourism Committee meeting and forwarded to the business owners. The grant is \$5,000 with a \$5,000 match. The improvements will not be structural; they may include hiding waste bins, landscaping, painting, fencing, pavers, and awning installation. The Tourism Committee is also working on another marketing plan which will include social media and directed postcards.

Newberg/Dundee Bypass Update: 1) The estimated \$6 million in cost savings, which were to be applied to fix the fishhook, are now earmarked for the agreement to align Wilsonville and Wynooski roads and for ROW acquisition in Newberg. 2) ODOT is planning on closing the center lane of Highway 99W from the Bypass connection to about Thirteenth Street for three months. Joe Buck, Babica Hen has expressed concern and has asked the council to address the issue. The suggestion was made to contact McMinnville and Yamhill County noting the issues and that the stakeholders were not included in any of the discussions/decisions and to stress the need to get the upcoming federal TIGER grant. Crawford will make contact with the McMinnville Council and the Confederated Tribes of Grand Ronde.

Mayor's Report

None.

City Administrator's Report

An invitation for the Chehalem Future Focus Committee's Elected Officials Dinner was distributed to Council members. Copies of the Strategic Plan were distributed to the Council members with a request to review the plan and advise what should be included in the update. More information will be emailed to the Council members. This will return to the April 5th meeting to summarize which issues in the document are relevant to share with the other entities.

No protest was received from the ballot title published in the Newberg Graphic for the Charter Amendment. It has been filed and assigned number 36-180 for the May 17 special election.

Transportation Enhancement Project (TE) project update: Staff met with Tony Snyder and Tim Potter, both of ODOT, and Engineers Eaton and Reid. Both sides are working on the cost estimates which have been increased by regulatory requirements, water quality treatment and ADA (ramps and the crosswalk slopes) due to use of federal funds. The water quality treatment and mitigation is estimated at \$500,000; we have not seen those plans. Eaton pointed out we are the designated area manager by DEQ for water quality in Dundee and they should be adhering to our plans. ODOT replied they have to adhere to federal regulations with the use of federal funds. Also we reduced the number of streetlights; which has not been reflected in their plans.

City Engineer Reid advised there was discussion on cost issues with the focus on water quality and the need to replace all the curbs for ADA compliance required under the Preservation work. The curb improvements changed from 900 to 4000 linear feet. The City Engineer is working on the split of the curb work between ODOT and the city; identifying who is to pay for what. ODOT is to pay for the water quality improvements. City, Preservation, and TE grant funds will be used to pay for the improvements. Potter plans to get the city's project started first. Daykin relayed the problem is part of our first phase work should be reimbursed from ODOT's Preservation funds (federal funds which can't be comingled with the city's funds). The plan was ODOT would offset that cost in the next phase. Reid expressed concern that the city will fund the work up front with the hope for a timely reimbursement from ODOT. We are being required by freight mobility to place removable center island refuges which are increasing the cost by \$60,000. Daykin advised the Preservation funds set aside did not anticipate these additional requirements.

Tenth Street Update: The storm line from Tenth to Eleventh Streets is an aging pipe and full of silt due to the ditch on Tenth across from Lumpy's. The ditch needs maintenance to help flow, however until the ditch is removed from service or the Eleventh Street storm improvements are completed with an easement from the Twelfth and Maple Winery, silt will likely accumulate in the pipe. There has been no new communication with the winery since the SDC credits have been established for the thirty-six inch oversize pipe. Previously they did indicate interest in exchanging the Twelfth Street ROW for the easement behind La Sierra Restaurant. The railroad wants the city to vacate the crossings at Tenth and Twelfth streets to receive a crossing at Eleventh Street. Twelfth and Maple Winery wants to keep the Twelfth Street crossing as a private crossing. Pugsley questioned the existing agreement for the pipe crossings on Twelfth Street. Daykin replied it is a fifty year license agreement between the city and the winery. The majority Council consensus was to keep as many crossings as we can against future needs.

C. Nelson inquired when the TE project will go to bid. Reid expects to deliver plans to ODOT this week, go to bid by mid-April and award the bid in May. The project will take at least six months. ODOT might require the work to be completed at night. Nearly half of the shift on the Tenth Street project is spent between breaking down and patching the highway.

C. A. Daykin noted that the future of Tenth Street in regards to the Dundee Community Center will return to a future agenda including requests from the Dundee Woman's Club on parking. Also a water meter is being installed and the question to consider is the appropriate rate for City utility services.

Public Comment

None.

The meeting was adjourned at 9:02 P.M.



David Russ
Mayor

Attest:



Debra L. Manning, MMC
Assistant City Recorder