

**CITY COUNCIL MEETING
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March 21, 2017**

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City of Dundee
City Council Meeting Minutes
March 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 Jeannette Adlong, Storr Nelson, Kristen Svicarovich, Ted Crawford, and Tim Weaver (7:10 P.M.). Excused Absence: Councilor Doug Pugsley. Staff members: Rob Daykin, City Administrator; Shelby Rihala, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

None.

Agenda Changes

Addition to New Business: 7.2 Bypass Hwy 99W Bridge Name Recommendation

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, March 7, 2017 and 5.2 Financial Report ending February 28, 2017. **The motion** passed unanimously.

Old Business

Street Maintenance Program

Mayor Russ reviewed that the "Pavement Management Program - Budget Options Report" was provided to Council at the March 7, 2017 Council meeting, as well as referenced the Street Maintenance Report provided by Rob Daykin, City Administrator for tonight's meeting. C.A. Daykin advised that Joel Conder, Capitol Asset & Pavement Services (CAPS) is in attendance to provide a presentation. C.A. Daykin provided a brief history regarding street reports previously completed in 2008 and 2012 for the City of Dundee, as also noted in his agenda report.

Joel Conder, CAPS, introduced himself as a partner in their consulting firm based in the Salem area. He noted that they have approximately 150 clients that they perform the same type of street evaluation for, including smaller cities than Dundee, and even cities as large as Vancouver, WA. Mr. Conder advised that they visually evaluated every single street in the City of Dundee and measured, counted cracks and patches, etc., and entered all of this information into a databased called Street Saver. The Pavement Management Program report provided was generated by the Street Saver software. Mr. Conder pointed out that the software purchased previously by the City of Dundee is a computerized inventory which will always be available for the City. C.A. Daykin noted that the annual fee for the software is \$750, and the cost of the recent street inventory completed was \$4950, including the first annual software fee. Mr. Conder explained what the Pavement Condition Index (PCI) rating system is and how this information is used. He further explained that the goal of the system is that all cities using the software have a PCI rating in the

mid-80's; a network PCI in the mid-80's indicates that the pavement is being maintained the best most cost-effective way. C. Nelson inquired as to how many of their clients have network PCI ratings in the 80's. Mr. Conder noted that of the 152 clients they are presently serving, four are at that level. C. Nelson then inquired as to where the City of Dundee falls in the spectrum at this time. Mr. Conder advised that presently Dundee is in the middle or just below at a C+ grade level. He further noted that the average network PCI for all of their clients is in the mid-70's; the City of Dundee was given a rating of 73.

Mr. Conder informed that the City of Dundee has 13.8 centerline miles of paved street, a little over 3 miles of collector streets, and a little over 10 miles of residential local roads. He reviewed the information contained in the "Pavement Management Program – Budget Options Report" with Council. Mr. Conder reviewed that pavement holds up pretty well for the first 10-12 years, and thereafter the deterioration accelerates, especially beyond fifteen years. He explained that it is ideal and most cost-effective to perform preventative maintenance during the "fair" condition of the pavement, when PCI is 65-75; when the PCI drops below 65 and starts heading to the low 60's and upper 50's, opportunity to perform preventative maintenance is diminished and more costly rehab is required. C. Nelson inquired about the process involved in determining PCI, and whether this is a quantitative measurement only or is the qualitative component taken into account. Mr. Conder explained the detailed process by which the PCI number is calculated, including the fact that the program looks at the surface type and functional class, as well as the year it was constructed to ascertain the PCI.

Mr. Conder reviewed the four different budget scenarios, as described in detail beginning on page 8 in the provided packet. Scenario 1, Unconstrained Funds, was reviewed. Scenario 2 was discussed in detail. Utilizing Scenario 2, Current Investment Level, Mr. Conder pointed out the City's current plan of spending \$718,000 over the next five years, though noted that presently the City is behind approximately \$700,000 in deferred maintenance. He reviewed the projected PCI ratings if the City continues to invest at the current level, as presented in Figure 6 on page 10. Scenario 3, Increase PCI By 5 Points, was introduced as the scenario that most agencies favor due to the fact that it's a more realistic goal for most Cities. This scenario was outlined in detail. Utilizing Scenario 3, the PCI for the City of Dundee would increase by five points (to 78) through 2022, providing an above average road network. Scenario 4, Zero Funding, was discussed though at this time doesn't apply to the City. Conversation ensued regarding the various scenarios.

Mr. Conder reviewed that he himself reviewed each and every street in Dundee. He noted that there are some needs presently. He recommended moving forward with more preventative maintenance, and possibly considering slurry seals. Though he noted slurry seal not to be popular with some people, he advised they are extremely effective in maintaining and extending the life of pavement. He explained that when doing a slurry seal the street must be closed down for 4-5 hours which people dislike. Mr. Conder pointed out that chip seal could be another option, and noted that Yamhill County does a lot of chip seals. This process was described in detail and it was noted that this process extends the life of pavement 7-10 years. C.E. Reid pointed out that the application of additional oil will minimize rock movement. The cost of chip seal was noted to be approximately \$2.40/SY. Mr. Conder pointed out that Yamhill County does do this for some of the agencies within Yamhill County and feels this is an option for Dundee. C. Nelson pointed out that chip seal doesn't have much structure to it and works well on flat street/roads. Mr. Conder pointed out that one of the drawbacks to chip seal are the loose rocks ("float") left on the surface, however, there is new process called a hot oil chip seal which helps eliminate that problem. C.E. Reid inquired as to how long slurry will extend the life of a roadway. Mr. Conder informed that in western Oregon slurry has approximately the same 7-10 year life as chip seal. He also noted that he is aware of slurry seal which has lasted many years longer, and advised that studded tires are the biggest threat to that type of roadway. C. Nelson pointed out that slurry seal

is very appropriate for many of the residential streets in Dundee. He also noted that there are only about two or three companies in the Pacific NW that apply slurry seal, but it is a good cost-effective maintenance approach. C.E. Reid inquired about the cost per square yard to which Mr. Conder advised is approximately \$2.00-2.20/SY. Mr. Conder explained that Washington County uses a lot of slurry seal which, if we were able to join with them on a contract, could potentially drop the cost to \$1.50-\$1.60SY.

C.A. Daykin informed that a GIS mapping interface can be purchased to add to our existing software which would allow us to print maps showing the ratings in a color coded manner. He also informed Council that this software would allow looking back in time at the history to see how progression is made by looking at the various trends. He noted that the cost for this is \$2500.00, which is a one-time fee paid. Mr. Conder reviewed that the software we have presently does cost an annual fee of \$750. C.E. Reid pointed out that being able to view the street maps would be helpful to assist in planning projects. Discussion ensued regarding the potential benefits of GIS mapping.

C. Svcarovich inquired as to whether or not photos or video documentation was done as part of the CAPS inspection process. Mr. Conder informed that the inspection was visual only. Additionally, he noted that their company does have a video van which can provide a street view data set if this ever desired.

C. Svcarovich pointed out that many of Dundee's roadways are low volume roadways, and she inquired as to whether this was taken into consideration with regard to their report. Mr. Conder pointed out that the algorithms are built in for localized residential streets, so the functional classification is taken into consideration. He further informed that the system has the ability to prioritize street work by classification as well. C.A. Daykin pointed out that this system is a very powerful budgeting and planning tool, but when it comes to determining work to be completed, there will be a more detailed assessment done to determine specific site conditions. Further discussion ensued regarding this.

C.A. Daykin informed that, with regard to funding, when he provided Mr. Conder with the amount of available resources the City has for the next five years, he did include the \$268,000 payment that ODOT provided the City for the construction haul route on City streets. That money had been set aside for eventual street maintenance, however, in the interim that money is also being used as a resource for our Highway 99W Sidewalk/Streetscape project for installation of conduits under the new sidewalks; C.A. Daykin is hopeful that most of that will be recovered over time through urban renewal. He also informed that some of the streets have been identified within the urban renewal plan which could potentially be a resource that is not accounted for in this report as well. C.A. Daykin suggested waiting a year or two to see how urban renewal is used to assess how the Streetscape project comes out before considering additional revenue sources for street maintenance. He advised that another option would be to begin planning right away for additional funding for a street program. M. Russ supported C.A. Daykin's suggested option. M. Russ also noted that having a focus toward trying to find funding in the future to bring things up to a better level would be ideal, but he believes that things have been maintained fairly decently over the last several years. Conversation ensued in greater detail regarding this.

Mr. Conder advised that CAPS will be available to provide training to Staff as inputs need modified; they will walk Staff through the process to enter the updated information which can then produce an updated report. Mr. Conder also suggested that in three years the streets should be reassessed again; regular 3-4 year inspections should be done moving forward to provide the most accurate information. Discussion ensued regarding this process and the fact that as the City

moves forward and additional inspection cycles have been incurred, the system will then provide a more accurate curve with regard to our streets.

C.A. Daykin noted that Mr. Conder is aware that there are a few street items that need to be removed from the work plan due to different specific circumstances. These are listed within C.A. Daykin's report on page 35 of the agenda packet and were reviewed. Discussion ensued regarding the benefits of adding the GIS mapping interface to the existing software. C. Svicarovich shared her support of adding the GIS interface to provide the visual component. C. Nelson voiced his support as well, and added that he is leaning towards thinking that a one-time effort to get the streets up to a score in the high 70's would be a good idea; discussion ensued.

C.A. Daykin reviewed that he, along with C.E. Reid, and engineer Paul Chiu from the City of Newberg, traveled to the City of Woodburn to talk with their engineer who is also involved with the street management program there. C.A. Daykin informed that they were shown a number of different chip seal projects as well as some slurry seals. This provided good information; the City of Newberg is looking at chip seal as a potential option as well. Discussion ensued regarding some of the pros and cons of chip seal. C. Nelson shared his opinion that chip seal is a more rural application. C. Adlong inquired about the surface of chip sealing for walking on due to many areas without sidewalks where people utilize the street in Dundee. C. Nelson compared chip seal to walking on a very rough gravel road. C.E. Reid noted that pre-coating the rock on chip seal, or adding an additional layer of oil on the top, does nothing for the roughness of the surface though does help with keeping the loose rock in place. C.E. Reid expressed his concern for placing chip seal in areas where there is pedestrian traffic but no curb and sidewalk present for this reason as well.

C.A. Daykin advised that the group also viewed a couple of thin lift projects within the City of Newberg as well. Of note was a residential street in Newberg where a 1 inch thin lift had been applied over a street with significant cracking. Today, 4-5 years later, the street was noted to be in very good shape with only a few surface cracks present that need to be addressed. Discussion ensued regarding the thin lift process, as well as regarding another street in Newberg which had a lift applied in 2013 and shows some seam separation now. Discussion ensued regarding the process of making sure seams bond correctly for the best longevity. Areas of concern between Alder Street and Second Place, work done in 2009, was noted to be showing significant cracking. C.A. Daykin referenced an area where a home owner had to do a repair to their sewer lateral, and City Crews have observed that the lift was only 1/2 inch as opposed to being a 2 inch lift. C.A. Daykin pointed out that the City needs to spend more resources on inspection. Additionally, C. Nelson pointed out that approximately ten years ago some overlays done on Eighth Street show only to be 3/4-1 inch in thickness and fractured right away. C. Nelson pointed out that a 3 inch overlay is a structural overlay while a 2 inch overlay is used if there is a good base. C.E. Reid advised that with regard to overlays, a 2 inch minimum is necessary or possibly a 1 1/2 inch overlay with his approval if the street is in better condition.

C.A. Daykin inquired about whether or not the City Council would consider looking again at the City specifications for amount of rock and amount of asphalt required, especially with regard to Riverside. Though proper maintenance will always be required, building more robust streets initially may help them to hold up longer. C. Nelson pointed out that doing so really increases the cost initially, and discussion ensued regarding the possibility of setting a higher standard. C. Nelson pointed out that our present standards are really good; the issues being seen are from construction done 25-30+ years ago.

C. Weaver inquired as to whether or not slurry seal is slick when wet. C. Nelson advised that it shouldn't be slick. He explained that it consists of a coarse sand mixture which is made onsite.

C.E. Reid pointed out that a fog seal is just oil and could be slicker. C. Nelson explained that a seal coat doesn't have as much aggregate in it; it is more of an emulsion used mainly in parking lots. Discussion ensued regarding the application of a type of seal coat with added ground tires and sand which was previously applied to Fifth Street, Fir Court, Birch and Ash Streets. C.A. Daykin advised that it was experimental at that time.

OTIB Loan Commitment Letter

Mayor Russ briefly reviewed that the Oregon Transportation Infrastructure Bank accepted the City's application for a loan in the amount of \$815,070. **A motion** was made and seconded to authorize the city administrator to affirm the City's acceptance of the loan commitment from the Oregon Transportation Infrastructure Bank. **The motion** passed unanimously.

New Business

City Administrator Annual Evaluation

Mayor Russ noted that example forms have been provided in the agenda packet. C.A. Daykin informed that he spoke with Nancy Boyer with the COG who has facilitated these processes in the past. He noted that they are in the process of hiring a new director, and depending on this person's background will determine whether or not they will be able to continue to offer the kind of service that she had offered before with regard to the facilitation process; at the very least they could help with coordination. C.A. Daykin advised that if a more robust process is still desired, the COG may be able to be hired to help complete the coordination of more extensive performance reviews from other internal partners.

C. Crawford shared his support of the self-review process and inquired as to how C.A. Daykin would feel about that portion of the review process. C.A. Daykin noted that it is common practice and he would be fine with that approach. Conversation ensued amongst the Council. C. Adlong pointed out that she favors the City of Newberg's approach, though doesn't care for their self-evaluation portion as much. M. Russ also supports this and favors the self-evaluation form from Scappoose which C. Adlong agrees with as well. Further discussion ensued regarding annual evaluation options, including goal setting ideas and options. C. Svicarovich pointed out that with regard to performance reviews, she is most concerned with the individual and whether or not they are receiving the feedback they need to make their own personal improvements as much as about evaluating the employee. She inquired of C.A. Daykin as to whether or not he feels he is receiving the necessary input to have clear direction about what it means to be successful in his job. C.A. Daykin shared his opinion that unlike some other cities, he favors our process by which the Councilors provide their own individual rating but then discuss as a group the reason for the rating, etc.; he is hopeful that methodology will continue. Discussion ensued regarding the potential evaluation process, including potentially including Staff in this process. C.A. Daykin again advised that the COG may be available to be the coordinator for this; they could make sure that forms are approved by the Council, handle and disperse the forms to appropriate individuals, collect the information and provide it back to Council. C. Svicarovich supported this approach as well as C. Nelson and M. Russ. C.A. Daykin suggested the possibility of the appointment of a Committee to generate the questions for the evaluation, potentially using the City of Newberg's format though maybe not in its entirety. He suggested that the first step could be that the Committee draft the document and then bring it back to a future meeting for approval. Councilors Nelson, Adlong and Weaver volunteered to form this Committee. C. Crawford suggested the possibility of including a Staff member from the police department as well as the City Planner in the evaluation process. C. Nelson suggested including the City Engineer in this process as well.

C.A. Daykin offered to get the City of Newberg's evaluation form as well as the City of Scappoose's self-evaluation form in MS Word format so that the Committee can work with them. Once the Committee is able to come up with a draft for the two forms for City Council, C.A. Daykin will add that to the agenda for approval.

Bypass Hwy 99W Bridge Name Recommendation

M. Russ noted that at the last Parkway meeting the Grande Ronde Tribe stated that they were going to submit an application to ODOT to name the 99W bridge "Chehalem," which means outside place. He advised that the Tribe then asked the Parkway Committee for support of their application. The Parkway Committee then asked M. Russ how the City of Dundee would feel about this to which M. Russ advised he would need to address the topic with City Council. C. Svcarovich informed that her understanding was that they were referring to naming the bridge over Chehalem Creek. Discussion ensued regarding the application process, potential sign locations, as well as potential bridge names. C. Adlong suggested the idea of Council creating a list of names that could then be voted on at a future meeting. M. Russ advised that the naming application needs to be submitted fairly soon. He noted that the Parkway Committee passed a motion that they would support the "Chehalem" name unless the City of Dundee had another suggestion. M. Russ noted that the application needs to be submitted prior to the April 20, 2017 meeting. C. Svcarovich suggested asking for clarification regarding exactly which bridge the Grande Ronde Tribe is interested in naming. C. Weaver pointed out that there are two additional overpasses in Dundee that could potentially be named. C. Adlong advised that she would favorably support a historical name for the bridge and several ideas were discussed. M. Russ supported this idea as well. C. Weaver pointed out that there may also be opportunity to submit suggestions for naming the other new bridges as well. M. Russ supported the possibility of submitting applications to the Geographical Naming Board for the additional bridges as well. C. Svcarovich advised that she recently purchased a book from the Lafayette Historical Society that includes historical information about Dundee which may be a helpful reference. M. Russ advised that he will let the Parkway Committee know that Council will be submitting an application by the next meeting on April 20, 2017.

C. Svcarovich expressed concern about the placement of a green bridge sign on the artwork designed for the bridge. C. Weaver suggested that the sign could potentially be placed elsewhere such as on the in the on ramp or off ramp area. C. Crawford advised that ODOT will be placing the sign and suggested the idea of having the sign mounted on a post on the ground. C.A. Daykin will contact the Geographical Naming Board to obtain the required applications and familiarize himself with the application process. Discussion ensued regarding the application process and potential names for the bridges. The consensus of the Council was to plan to vote on submitted names for the bridges at the next Council meeting on April 4, 2017.

Council Concerns and Committee Reports

C. Svcarovich advised that she recently noted that the stop sign at the intersection of First and Walnut Street is leaning over and appears to have possibly been hit. C.A. Daykin made note of this and will provide this information to Public Works.

C. Adlong inquired as to whether or not the depression in the street on Red Hills Drive will be filled; there is a large sunken area that appears to have had something added but is still very rough. C.A. Daykin informed that this type of repair will need to wait until better weather conditions, but noted that cold patch had been placed which could be replaced with hot mix in the future.

Regarding the Chehalem Park & Recreation District (CPRD) Paddle Launch on the Edwards' property, C. Crawford informed that the CPRD Board will be discussing the issue this Thursday,

March 23, 2017 at 6:00 p.m. C. Crawford advised that Bart Rierson said he would raise the topic and try to encourage the Board to move forward with the land swap and make an offer to the Edwards' to purchase the property. He further noted that Mr. Rierson had suggested it would be helpful if there were some Dundee City Councilors present at the meeting to encourage the Board to purchase the property or do what it takes to bring it into CPRD. C. Crawford advised that he will plan to attend. C. Crawford also suggested that if CPRD doesn't purchase the property, that the City could potentially try to lobby the State Parks; he noted that they have been interested in acquiring that property as well as Ash Island, and this might be a reason to push the State Parks to purchase it and bring it into the public domain. He noted that the State Parks won't purchase it unless they can also acquire Ash Island; further discussion ensued. C. Crawford also suggested Council members attend the next Oregon Parks Commission meeting and lobby heavily for them to acquire that property.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin informed that the City of Newberg has hired a new planner. Her name is Cheryl Caines and she worked for the City of Tigard for fifteen years. She will be starting her position April 1, 2017.

C.A. Daykin informed that the application that the City submitted for the TGM Grant will be awarded to the City. He further advised they will wait until Cheryl comes on board to sort out a few more of the details pertaining to the TGM Grant, but noted that they did guarantee that the City of Dundee will receive that grant. The amount of the grant is yet to be determined, C.A. Daykin noted, because these are resources that ODOT uses to hire the consultant; likely the amount will be in the \$40,000-\$50,000 range.

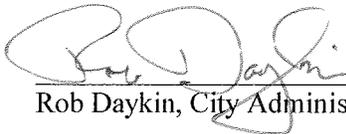
Public Comment

The meeting was adjourned at 8:36 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder