

**CITY COUNCIL MEETING
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April 16, 2019**

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City of Dundee
City Council Meeting Minutes
April 16, 2019

Call to Order

Mayor David Russ called the meeting to order at 7:01 P.M.

Council and Staff Attendance

Present: Mayor David Russ; Council President Tim Weaver; Councilors Jeannette Adlong, Storr Nelson; and Ted Crawford. Absent: Councilors Patrick Kelly and Kristen Svicarovich. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney (7:09 pm); Melissa Lemen, Administrative Assistant; Chuck Simpson, Public Works; and Beth Tint (7:31pm)

Public Attendance

Carina McGaugh, 471 SE Parks Drive; Dave Huber, District Manager, and Dean Kampfer, Municipal Marketing Manager, Waste Management of Oregon, Inc.; and Will Ramis.

Agenda Changes

None.

Public Comment

Carina McGaugh, 471 SE Parks Drive, approached Council with a request for a second water meter. She explained that although her property is located outside of City limits, she presently does have City water service and also a septic system. McGaugh explained that presently there are two homes on the property which are being served by one water meter. She discussed that one of the dwellings is being replaced with a new home on the other side of the property and they would like to request the addition of a separate water line for the second new dwelling. McGaugh clarified that there will be no change to the water usage. C.A. Daykin discussed that if a new meter service is being installed that is tapping back into the water main there would be an SDC charge of approximately \$6,000 and the cost of meter installation. Council found no objection to the request. McGaugh requested forms which she could then provide to the contractor to include with their bid to cover the costs associated with the meter. McGaugh will stop by City Hall tomorrow to discuss the process in greater detail with City Staff.

Presentation

Dave Huber, District Manager, and Dean Kampfer, Municipal Marketing Manager, Waste Management of Oregon (WM), introduced themselves to Council and provided WM's 2018 annual report. Huber pointed out that there are no rate increase requests at this time. He discussed WM's annual report and noted that they are projecting an 8.02% rate return on revenue for 2019. Huber reviewed that the rate increase that was passed last year was effective on July 1, 2018, so the full rate increase will be reflected in 2019. He pointed out that commercial customer accounts are down somewhat though residential customers are up from 2018. Huber discussed that their efficiencies as a whole for their operations were increased in every line of business. He discussed that five new trucks have been added over the past year and a half, an investment of \$1.7 million, which increased efficiency. Huber discussed the spike in costs of disposal fees (including recycling), and reviewed additional highlights from their report. It was noted to have been a successful year for WM in Dundee with regard to the grape harvest over a period of time beginning at the end of August through the first part of November. Kampfer discussed that recycled materials are continuing to flow to markets, though to new foreign markets apart from

China. He explained that there is a big drive to bring a lot of the processing of recycling materials and converting to new materials domestically as well. Though there is demand, Kampfer explained that there is a lower price (value) which is driven by transportation costs as well as cleanliness requirements; the new markets cost more in transportation and the new cleanliness requirement is no more than 0.5% contaminants which requires more processing. Additional detailed discussion ensued and it was noted that the plastic 1's and 2's have a very strong market. Clarification was provided that when WM receives bottles/cans for which a deposit has been paid, they are only allowed the material value on those items and unable to redeem the deposit.

C. Adlong inquired about whether the glass recycling program has been successful at the City of Newberg and if this could be a potential option for Dundee. Huber discussed that the Newberg glass recycling program started last April and has been very successful with a participation rate of just over 50%. It was noted that at this level customers are paying approximately \$3.22 a month for this subscription service; if the participation rate drops below 50% then the rate will increase to just over \$5.00. Glass recycling is picked up every other week in Newberg. Huber offered that they would be happy to look at this service for the City of Dundee if Council so desired; options which could be considered include a subscription service or including glass recycling for everyone. C. Crawford inquired about how much glass WM estimates they recycle as a whole which Kampfer indicated is approximately 11% presently, though he noted this figure is higher in Newberg. He also explained that typically the average citizen in most programs generate approximately 60-70 lbs. per year of glass, though in Newberg this figure is 80-90 lbs.

C. Adlong discussed that she has noticed an improvement in the garbage service over the past couple of years. She expressed her opinion that WM is very timely and very dependable, and the trucks aren't as loud or leaking oil as much as they used to. C. Crawford pointed out that garbage is consistently picked up weekly at the same time. Huber discussed WM's goal of providing safe consistent service. Discussion ensued and C. Weaver noted that the new trucks do make a difference, especially in dumping, and they are much quieter; the drivers also follow the basic rules of the road. Huber discussed that one challenge is the fact that there is only one commercial trash truck on a daily basis for the City of Newberg, Dundee and the County. C. Crawford inquired as to whether the bypass has been beneficial for WM to which Huber confirmed that it has been very beneficial, especially on Tuesdays when they are in Dundee.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 6.1 Joint City Council/CPRD Minutes, February 7, 2019; Item 6.2 City Council Minutes, April 2, 2019; and Item 6.3 Financial Report Ending March 31, 2019. **The motion** passed unanimously.

Old Business

Department Head Hiring

C. Adlong voiced support that Council should be included in the process of hiring Department Heads. C. Nelson voiced agreement and supported Option 2, as did C. Weaver, C. Crawford and Mayor Russ. C.A. Daykin discussed that he could bring back an ordinance to make that change to be voted upon at the next available Council meeting.

With regard to the other provision in that same part of the Code regarding the powers and duties of the City Administrator, C.A. Daykin discussed that if it is Council's desire to consider the possibility of bringing back a Charter change to the voters at some point, it may also be a good opportunity to rethink the position as well as other aspects of the City Charter; this is a completely different process and greater endeavor. Council could also choose to leave the old language for now and readdress that at a later date, if desired. M. Russ inquired as to what level

of involvement that C.A. Daykin has with Public Works in terms of maintenance scheduling. C.A. Daykin discussed that he does have a role in terms of street surface maintenance issues and indicated that he has some involvement in terms of overall direction on certain activities though not day-to-day observing of the public works crew. C.A. Daykin recommended establishing a Committee to work with the City Administrator if Council would like to see the establishment of a city manager position in the future; along with a City Charter amendment following a comprehensive review process. M. Russ offered that he is trying to determine the level of supervisory duties required of the Public Works Supervisor position and suggested that if C.A. Daykin is doing administration, supervision and scheduling of maintenance duties then maybe what is needed is more of an internal manager or lead rather than an actual department head.

Public Works Supervisor Appointment

A motion was made and seconded to appoint Chuck Simpson to Public Works Supervisor starting July 1, 2019. C. Weaver inquired as to whether this would be a probationary appointment to which C.A. Daykin explained that under the personnel policies the position would begin as a six-month trial period; at the end of the six-month trial period the employee would be moved to regular employment status. C.A. Daykin discussed that what is unusual in this instance is that Simpson is not a new employee, though there would be the opportunity to do a six-month review to determine whether or not to continue the trial period. C. Weaver inquired as to whether or not Simpson would still have the option of moving back to his current role if he did not wish to continue in the new position or it didn't work out. Though C.A. Daykin indicated that he doesn't anticipate that scenario, he discussed that the City would need to replace Simpson's current position and thus there wouldn't likely be a need to fill that role. It was noted that Simpson has been an employee of the City for close to 20 years and well knows the routines and expectations of this position, and he has been growing over the past few years striving to fill that role. C.A. Daykin confirmed that the person filling Simpson's current position would also have a probationary period. C. Weaver voiced support of training replacement employees and noted the benefits in doing so. C. Nelson voiced his opinion that while it is nice to train up employees, it is also nice to be able to compare with potential candidates from the outside. M. Russ shared that as a standard course of business he is against automatic hiring; it is his belief that checking out all options is the best course of action for hiring new employees. C. Weaver voiced support that hiring Simpson seems appropriate in this circumstance as the employee is solid and Staff is confident in his abilities; there should be some reward in an employee completing self-improvement tasks and the City should give that employee some benefit of the doubt.

If approved, C. Nelson inquired as to whether there may be something which could be added to Simpson's replacement position that would broaden the capabilities of the Public Works Dept. C.A. Daykin explained that he has discussion regarding this with both Alan Mustain and Simpson. He explained that his thought is to bring someone in at a lower level and have them obtain their certificates for Collection 1, Treatment 1 and Water Distribution 1, which will take some time. He noted that finding the right person who has the skillset and is trainable is vital. C.A. Daykin discussed that filling Simpson's Utility Worker 3 position would be the ultimate desired goal. He discussed the value of having employees who are Cert 2 within a small PW department; this allows better coverage when Staff is shorthanded.

C. Adlong inquired about the possibility of having more diversity in the Public Works Department. C.A. Daykin discussed that all of the public works positions are physical jobs and that Cert 1's must be obtainable within a reasonable period of time. He also noted that a position such as this may also be unappealing to many. C.A. Daykin discussed that similar positions which have opened in other cities have been difficult to fill with qualified candidates; oftentimes employees must be trained up to where they need to be. C. Nelson pointed out that the construction industry is a male dominated industry. Simpson was asked to come forward to

discuss the role of the utility worker in more detail. The job description for the utility worker position was reviewed, including the requirement of lifting 50 lbs. frequently and 100 lbs. occasionally. C. Adlong expressed concern that lifting this amount of weight would be difficult for anybody. Simpson discussed that lifting 100 lbs. would likely be an infrequent task though is a requirement of the position, and he described the other responsibilities associated with the position as well. **The motion** passed with C. Weaver, C. Nelson, C. Crawford and C. Adlong voting in favor; M. Russ voting nay.

New Business

PGE Undergrounding Conversion

M. Russ inquired as to whether or not it is common for Cities to pay for the property owner portion of undergrounding utilities to which C.A. Daykin indicated is not common, though is more common if there are the means to do it through urban renewal. C.A. Daykin reviewed his agenda report beginning on page 55 of the packet. He discussed that it appears that it was the City's goal to see the undergrounding of the overhead Frontier lines along the Highway, which is why the City has invested over \$300,000 in making that happen up to this point. He explained that in order to eliminate the Frontier Communication poles, the City will also have to work with PGE, which is also attached to some of the Frontier poles. C.A. Daykin discussed that one means of dealing with the removal of PGE from the Frontier poles is through forced undergrounding. The process by which City Council could initiate the forced undergrounding by order or ordinance was discussed. C.A. Daykin explained that the reality of this process is that PGE only completes work up to the property line; while PGE will underground it (including removing it from the Frontier pole), if there is no current underground service connection they will then place their own pole there to continue overhead to that property. In short, he noted that it doesn't seem to make sense to take out the Frontier pole only to have PGE place their pole. C.A. Daykin discussed that in order to make the undergrounding work, the private property owners will incur some costs to bring underground power to a new meter base that PGE can serve, and potentially there could be some other requirements for updating some parts of the system to meet electrical code. He discussed that this is a process that urban renewal could pay for to make it work; the other choice would be to ask the property owners to pay for it themselves. C. Crawford suggested that potentially a portion could be paid for from the property owners with a portion from urban renewal as well. C. Crawford inquired about what the costs are associated with the work. C.A. Daykin indicated that though he does not yet have the cost information, he is hopeful he will have it before an ordinance is prepared for Council's consideration.

M. Russ inquired as to whether or not the City has an ordinance in place which requires property owners to underground their utilities. C.A. Daykin discussed the requirement to underground existing overhead utilities is a provision in the Dundee Development Code, but is only applicable with certain land use applications. He pointed out that for an existing structure which is not going through any kind of land use process; there isn't a means to require them to incur the expense of converting the overhead facilities to underground. Additional discussion ensued and C.A. Daykin pointed out that undergrounding of utilities is a goal of urban renewal. Thoughts and ideas were discussed amongst Council, and concerns were expressed regarding potential costs. C. Crawford pointed out that the new street lights will look immensely better if the Frontier and the cross street laterals are removed. M. Russ inquired as to how long it will take to work the details out with PGE with regard to completing the work. C.A. Daykin discussed his belief that if the order were given tonight then it may be possible to bring back an ordinance for Council's consideration by the first part of June; following that PGE would then need to go to the Public Utilities Commission (PUC) to get approval for a rate tariff change. He explained that there is a notification process to the citizens (the rate payers) so there are political implications to consider as well. At this time it is not known when the work would be completed.

M. Russ suggested contacting property owners via letter to inform them that this City is planning to complete the undergrounding of the utilities, which would then require them to connect to the undergrounding. Discussion ensued and it was suggested that sending out a letter notifying property owners and acknowledge that there will be costs associated with undergrounding the private portion, though the City may help, could be helpful in making decisions pertaining to funding. Potential cost variables were discussed. C.A. Daykin reviewed that the consensus of Council was to begin the dialogue with PGE about setting up a forced undergrounding project, with the idea that a representative from PGE would come back to a Council meeting to review the costs; Council could then make a decision. Additionally, consensus of Council was also that a letter be sent to the affected private property owners explaining the project and notifying them that there will be costs associated with completion of the undergrounding portion on private property. Lengthy discussion ensued and the consensus of Council was that the utilities will be undergrounded, including the private property portion, though the funding source will be determined at a later date. C.A. Daykin discussed that he will find out what the requirements are from PGE with regard to the project. A **motion** was made and seconded authorizing the city administrator to consult with PGE regarding the scope of work and project cost estimates for the purpose of preparing an ordinance ordering the PGE overhead services currently attached to Frontier Communication poles to be placed underground. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Adlong discussed that she viewed the hundreds of trees that have been planted on the bypass connection to Highway 99W near Niederberger Road. She explained the importance of watering the trees as summer approaches, and inquired about whether this is something that public works will take care of. C.A. Daykin invited Simpson to come before Council to discuss the topic. C.A. Daykin noted that there are a lot of trees planted, though likely with the expectation that there will be some die off. He indicated that he had consulted with C. Adlong to help identify the appropriate spacing of the trees, and try to make some improvements including forming mulch areas which form a well around each of the trees that will be watered. He discussed the potential use of a hose system and a vehicle to access the area and fill each of the created wells with water on a periodic basis. It was noted that the trees should only require watering on a periodic basis, such as every week or two, if it's not too hot. C.A. Daykin clarified that the City will only be concerned with watering the trees on the Niederberger Road side of the bypass facing Dundee. C. Nelson suggested approaching the nearby bed & breakfast business to see if they would be willing to assist on the back portion of the bypass. C. Crawford discussed that he and Mark Moisan (bed & breakfast owner) are in rotary together and he will broach the subject with him tomorrow. C. Adlong informed that she will put tape around the trees she feels should be watered. She also indicated that there is now a hole in the fence which was placed by ODOT; ODOT will add a gate at a later time per Simpson.

C.A. Daykin inquired as to where things stand with regard to preparing the trees at the Parks Drive location for irrigation. Simpson discussed that PW had tried to till the area though it is still too muddy at this time. Once things dry out they will attempt to till it again. C.A. Daykin reviewed that the City will be responsible for taking care of the trees between the bypass and the private property line near Parks Drive, as well as in the open area where the overpass bridge is located. It was noted that the open area at the end of Edwards Street is a water quality facility maintained by ODOT and will not be planted with trees. Proper tree care was briefly discussed.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that the City has received payment in full from Del Boca Vista in the amount of \$9,060.98 representing the additional costs with the Locust Street LID in order to relocate improperly placed water meters.

C.A. Daykin discussed that the annual "If I Were Mayor..." contest is quickly approaching. He inquired as to whether Council desires to be a part of the winning entry selection process and, if so, how this process will occur. C.A. Daykin discussed the contest and reviewed the process that occurred last year with regard to the judging of entries and awards presentation. The consensus of Council was to host the judging portion of the contest at City Hall; Council members will participate as they are able to. C.A. Daykin indicated that he will reach out to the school to discuss the contest with them further.

C.A. Daykin discuss that PGE has created a new Option B for their LED lighting. He indicated that his hope will be to bring this back to Council at the May 7, 2019 meeting if he has enough time to gather all of the information. He noted that PGE does have some decent looking decorative LEDs. C.A. Daykin explained that Option B refers to developers paying for the installation cost as opposed to the City paying for that cost on a monthly fee basis as is being done with Option A. He discussed that not only is this a new option to consider for a new development (Riverside District), as well as coming up with standard for that (for either commercial or residential), but pointed out that Council may want to consider it for the Ninth Street improvement project also. Additional discussion ensued and it was noted that the desired fixture lamp color is the 3,000 kelvin type.

C.A. Daykin announced that Budget Committee meetings begin this Thursday, April 18, 2019. He discussed that several members are unable to attend the first meeting this week though he is hopeful there will be a quorum. He noted that not only will there be a presentation of the City budget materials, but also a review of the Dundee Urban Renewal Agency budget at 7:30 pm. All Council members present indicated that they will plan to attend.

Public Comment

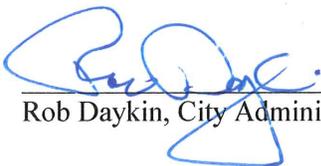
None.

The meeting was adjourned at 8:19 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder