

**CITY COUNCIL MEETING
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May 2, 2017**

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City of Dundee
City Council Meeting Minutes
May 2, 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 Storr Nelson, Ted Crawford, and Kristen Svicarovich.
Absent: Councilors Doug Pugsley, Tim Weaver and Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Shelby Rihala, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

Michael Humm, P.E., Kennedy/Jenks Consultants; Tony Snyder, Oregon Department of Transportation (ODOT); Cynthia Thompson, Transit Manager, Yamhill County Transit Area (YCTA) (7:30pm); Brittany Boyd; Jason Boyd; Savannah Boyd; Kim Steffen; Elise Steffen; Tana Franko; and Jenna Franko.

“If I Were Mayor” Contest Winners

Mayor Russ informed that the “If I Were Mayor” contest is organized by the Oregon Mayors Association. The winner of the local Dundee contest will have their entry forwarded to the state contest. The third place award was presented to Jenna Franko, along with a \$25 gift card. The second place award was presented to Elise Steffen, along with a \$50 gift card. The first place winner, Savannah Boyd, was recognized and presented with a \$100 gift card. Savannah’s poster will be sent to the State level of the contest. M. Russ expressed his appreciation of all of the participants of the contest.

Agenda Changes

Addition to New Business: City Administrator Rob Daykin informed that Cynthia Thompson, Transit Manager, YCTA, will arrive mid-meeting to make a brief presentation to City Council regarding services and a funding request.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, April 18, 2017. **The motion** passed unanimously.

Old Business

WWTP Control Panel Repair Bids

Michael Humm, P.E., Kennedy/Jenks, was present to discuss the bid for the WWTP Mechanical Building Equipment Replacement Project, the details of which were explained in detail and as noted on pages 9-12 of the agenda packet. Details related to the bidding process were discussed. Only one bid was received from Boede Construction, Inc., out of Aumsville, OR. C. Nelson inquired as to whether or not there were other competing new construction projects that may have been drawing other potential bidders. Mr. Humm advised that there have been other projects on

an ongoing basis, though he noted his surprise at the lack of inquiry during the bid period. He advised that they did reach out to a couple of general contractors and electrical subcontractors, trying to encourage them to attend the pre-bid. C.A. Daykin informed that upon discussing the project with the bidder, he did indicate that it is a matter of risk. C.A. Daykin explained that there is some risk involved in this particular contract that may not be too attractive many potential bidders, including shutting down the sewer treatment plant for a certain period of time and then bringing it back up. Mr. Humm informed that there is a 10-day shutdown. The contract documents describe a period from July 10-August 4, 2017 whereby the contractor would choose a 10-day calendar period in which the treatment plant could be shut down for these repairs. Replacing the components in the control panel requires the plant to be off-line (automation). In order to do this, as the plant cannot operate in a manual mode, water will be stored in Lagoon 1 during that period of time which will ultimately get treated by through the system once it's brought on-line. M. Russ inquired as to whether or not there is sufficient capacity for the 10-day period which Mr. Humm confirmed. C. Crawford inquired as to whether Mr. Humm has a plan to communicate the shutdown information to the local wineries to make sure they don't perform any major cleaning at their facilities during this time period. Mr. Humm acknowledged that this is a good idea and indicated that they can reach out to the wineries to communicate this to them. He also informed that they were very carefully selective of the month they would be open to having the WWTP shut down with consideration given for the wineries crush period and also with that being the lowest flow period of the year.

Mr. Humm informed that Boede Construction, Inc. has completed a couple of projects with Kennedy/Jenks; they are a reputable contractor. He also noted that their project manager was at the walk through himself. Mr. Humm reviewed that following completion of their due diligence, no red flags were found and they are recommending moving forward with the bid received from Boede Construction, Inc. He reviewed that the Engineer's Estimate of the probable cost for the project was \$630,000; the bid of \$669,125 from Boede Construction, Inc. is within reason.

M. Russ asked for confirmation that our insurance will be reimbursing the contract amount which C.A. Daykin confirmed. **A motion** was made and seconded to accept the contract for Mechanical Building Equipment Replace at the City's WWTP be awarded to Boede Construction, Inc. with a unit price base bid in the amount of \$669,125. **The motion** passed unanimously.

WWTP MBR Maintenance Bids

Michael Humm, P.E., Kennedy/Jenks, reviewed that a manual clean of the membranes was completed last year in Train 2. This was as a result of accumulated sludge in between the really closely spaced membrane cassettes. Really good success was seen as a result of that process and Kennedy/Jenks is recommending completing a manual clean of Train 1. Mr. Humm advised that the bid documents were repackaged and were solicited to five contractors. JR Merit completed the work on Train 2 for about that same cost that they proposed for Train 1, \$14,442. Three of the contractors did not propose. RL Reimers was the low bidder at \$10,700. Mr. Humm explained that the contractor's role is to remove the cassettes and place them on the pavement; City Staff actually performs the cleaning. It took about 1.5 weeks to complete the task on Train 2 last year. This is scheduled to be completed prior to the membrane panel project. C. Nelson inquired as to why the manual clean wouldn't be scheduled during the shutdown of the plant as well. Mr. Humm informed that doing so may be too many things going on at once to be handled well. He is expecting that the panel construction project is going to be fast paced and that some things may be uncovered that will need dealt with quickly. He doesn't expect construction to be smooth over the 10 day period and he would like City Staff to be available to assist the start-up of the treatment plant, etc. Mr. Humm informed that one train will stay online during this operation; flow and treatment capacity will be able to be provided through the one train that is online.

A motion was made and seconded to accept the contract for Membrane Cleaning Support Services at the City's WWTP be awarded to RL Reimers for a cost lump sum, not to exceed cost of \$10,700. C. Svicarovich inquired as to whether or not Kennedy/Jenks has worked with RL Reimers previously. She pointed out that the City was pleased with the service provided last time and notes this to be a new contractor. Mr. Humm informed that JR Merritt was recommended by OVIVO (the membrane manufacturer) because they had completed similar work at a plant in Washington. Mr. Humm noted that they did a good job. He also pointed out that the work is pretty straightforward and described the process in greater detail. Mr. Humm also advised that he has worked with Ross Meyer, Project Manager, RL Reimers on two different projects at Clean Water Services Durham plant, as well as on a heavy civil project last year in Halsey, Oregon. He pointed out that when consideration was given regarding who to solicit regarding the WWTP project, RL Reimers was suggested by the Kennedy/Jenks staff. **The motion** passed unanimously.

C.A. Daykin requested Mr. Humm provide Council with an update regarding the biosolids land application process. He reviewed that Kennedy/Jenks were attempting to secure four sights. Through that process he noted that one of the owners declined. Mr. Humm informed they then reached out to another property owner (bringing the total to 5). Of the four that are in the mix now, it is expected that they will all participate. He also informed that on his way to the meeting tonight he did receive a call indicating that they had received one agreement from one of the smaller sites. He expects that they will receive the other agreements this week. The fifth site that they approached was noted to be further south. Though the distance is a bit further with potentially higher hauling costs, the site has 30 acres which would be sufficient for all of the application. Mr. Humm informed that he may return to have further discussion with C.A. Daykin regarding planning a strategy to select which property to apply to.

With regard to the previously asked question regarding which adjacent property owners receive notices, Mr. Humm noted that they are distributed to any property connected to the tax lot for which the application will happen. He also advised that the information will be provided to DEQ for review, and Mr. Humm indicated that DEQ may have the ability to expand that area. At any rate, Mr. Humm informed that they are moving forward. He noted that there may be a scenario where there's a site that's further away which may result in higher costs, but it could be more strategic for impact to the public notice process. C. Svicarovich inquired as to the length of the lease. Mr. Humm reviewed that it is a ten-year contract with an automatic renewal; it was noted to contain an out clause.

With regard to the property owner who ultimately declined, M. Russ inquired as to whether or not a reason was given as to why. Mr. Humm informed that he is unaware of the reason and noted that they had been working through the farmer who leases the property. Once the owner declined Mr. Humm noted that their focus turned to those property owners still involved.

Highway 99W Sidewalk/Streetscape Update

Tony Snyder, ODOT, referred the Council to review the information he provided on pages 17-20 of their agenda packet. Mr. Snyder explained that ODOT is at the Design Acceptance Package (DAP) level of design. He pointed out that the DAP completion schedule is behind, but he is hopeful it will be completed by May 23rd, though the June 21, 2018 bid schedule should hold. Mr. Snyder informed that if he can find a way to accelerate the process, he will do so, though this can be difficult to accomplish.

Mr. Snyder explained that he is here tonight to discuss the planned improvements at the 1st Street intersection and the impact of traffic islands and medians on turning movements and property access. He reviewed the four things happening at the First Street intersection in detailed on page

18. He pointed out that ODOT has found that the addition of protective islands for pedestrians is safer. Mr. Snyder discussed the strong influence of the freight mobility community and their relationship with ODOT. As a result of their increased influence, there is a committee that reviews the improvements that are done on state highways now. If the Committee doesn't like what is being done or feel that the "hole in the air" is being reduced, they view that as a loss of capability to haul freights in large loads. C. Nelson pointed out that the freight should be being hauled on the bypass. Mr. Snyder informed that until the bypass is designated as a freight route and is actually in place, etc., they still like the idea of using Highway 99W and reserving that right.

Mr. Snyder pointed out the right-of-way issue which extends into the present parking lot of Panther Creek Cellars. He referenced the map on page 19, and pointed out that the right-of-way line actually eliminates all of the parking spots they have on the east side. He also noted that the right-of-way goes through parking lot drains that are also located in this area. He advised that he spoke with the owners of the property as well as the Panther Creek Cellars tenants over a year ago to bring these changes to their attention.

Mr. Snyder lead a detailed discussion with regard to fuel trucks turning into the Arco station off of Highway 99W, as referenced on the map on page 20 in the agenda packet, as well as discussed the potential overall traffic flow in this area. Mr. Snyder discussed the fact that there are two separate tax lots used in association with the AM/PM –Arco businesses, which he assumed they own. He noted that lot 03800 seems to have a shared access with these business as well, though he has not reviewed the deed to confirm whether there are formal easements in place. Mr. Snyder pointed out that the AM/PM-Arco business is accessed through one person's property, and exited on another person's property. He advised that this is actually vacated right-of-way; it was formal right-of-way and now it returns to the existing property owners. This flow has been working and Mr. Snyder expects that it will continue. M. Russ inquired as to whether or not the property owners have actually claimed that vacated right-of-way. C.A. Daykin explained that this is what happened with the vacation; once the street right-of-way is vacated it is equally automatically shared. Detailed discussion ensued regarding the traffic flow limitations as noted on the map on page 20.

C. Svicarovich inquired as to whether or not volume studies have been done with regard to the northbound movement on Highway 99W, left onto First Street, to determine whether that is enough storage space for vehicles during P.M. peak time. Mr. Snyder informed that he has not seen the calculations though he is certain that the que length of what they are basing it on is based on something, possibly the minimal length, though he informed the he will check on that. He also informed that at this time the DAP Plans are out for comments to the various industry experts, and if this is not noted already he informed that he will add it. C. Nelson pointed out that if more que space is needed in that area it will be taken from the left turn area the gasoline trucks would be using. C. Crawford pointed out the importance of taking into consideration the fact that the bypass will be complete, which should be taken into account with regard to the expected traffic flow. Additional discussion ensued regarding the traffic flow patterns illustrated on the map. Mr. Snyder pointed out that the map reflects the driveways already present which won't be changing.

C. Svicarovich reviewed that ODOT has indicated the placement of removable curbs and she inquired as to whether or not these would be made permanent fixtures if the bypass were to be designated as the official freight route. Detailed discussion and explanation ensued, and Mr. Snyder noted that he does not anticipate the removable curbs having to be moved unless someone were trying to bring a large manufactured home out of First Street and they had no way to fit through with a large load. He confirmed that it will be standard curb height and look permanent.

He advised that the removable curb is a new concept which Dundee will be the first to receive. He explained the easy process by which it could be moved, if needed.

C.A. Daykin pointed out that lots 03409 and 00920 will no longer be able to turn left (northbound) on Highway 99W from Second Street once construction is complete. Additionally, he pointed out that lot 03406 is zoned commercial, and it was recently included in the Urban Renewal Plan area. He advised that there is a house built on that property and believes there to be a City water line as well. He pointed out that the City may want to keep in mind using urban renewal in the future to try to maintain that as an access for the discussed two lots.

City Engineer, Greg Reid, inquired as to whether or not ODOT's traffic engineers looked at allowing left turns from a new driveway located further south of Second Street from the property on the west side of the highway. Mr. Snyder informed that he has not asked that question and noted that they have not yet discussed that in a design meeting. He also pointed out that typically ODOT doesn't compensate for lost access and though property owners are guaranteed access, it may not necessarily be the best access.

Conversation next focused on the 4th and 5th areas as noted on the map on page 20, regarding Panther Creek Cellars. Detailed discussion ensued. M. Russ inquired as to whether or not ODOT will be moving their driveway on Highway 99W. Mr. Snyder pointed out that the map may show it moved to the north slightly, though he doesn't feel this was intentional. M. Russ pointed out that if the driveway moves to the north, movement in their parking lot will become more difficult. C. Nelson inquired as to whether any consideration was given to allowing an exit onto Highway 99W from Panther Creek. Mr. Snyder pointed out that ODOT did the access management activities a year and a half ago. He also informed that the parking spaces Panther Creek built on ODOT right-of-way were never permitted. C.A. Daykin informed that in the land use permit they were advised they needed to discuss the issue with ODOT which Mr. Snyder indicated they didn't follow through with. Mr. Snyder informed that the present owners seemed quite distressed given this information as they weren't the ones who made the changes to the parking area; they only purchased the property and this was not revealed to them by the previous sellers. Additional conversation ensued with regard to the details surrounding the issue regarding the Panther Creek property.

Mr. Snyder pointed out that presently there is a bit of a drop lane coming into Dundee from Newberg, whereby cars can move off to the right to make their turn while the other cars can pass. He pointed out that on the map there is no drop lane present. He noted that people waiting to turn onto First Street would back up along the highway if there were any congestion. Mr. Snyder pointed out that it appears to him that the lane is getting absorbed in the new design, though he doesn't believe ODOT is doing curbing on the Chan side of the street, thus allowing a wider asphalt area to be present there. He advised that he will bring this topic up to the design team at their next meeting.

Mr. Snyder advised that originally ODOT had a lot of flexibility with regard to access management. He pointed out that the legislature stepped in and passed extensive changes to the access management, providing considerable guidance, help and rules that they must now follow. He pointed out that this plan was developed prior to that coming into place. He also informed that different developers are inquiring about making adjustments as well, though he noted that ODOT themselves may need to change some of the access. If access to a property is changed, he noted that it's entirely possible that this could trigger the new more complicated process. This process was described in greater detail. He has asked their access management team to examine what is presented in the memorandum, what is being done now, and if there is any reason those changes would need to be done. Conversation ensued.

C.A Daykin pointed out that this may be the last opportunity for City Council to review before ODOT begins to move forward. Mr. Snyder pointed out that ODOT wanted to provide a chance for Council to confirm the design plan.

C. Crawford inquired about the discussed plans to have the race on the bypass. Mr. Snyder informed that he's been present at meetings where this has been discussed. C. Crawford inquired as to whether or not Wildish has agreed to the September 30th date for the event. Mr. Snyder informed that Wildish is okay with the idea and the concept. He noted that he did a change order and pressed them to finish the bridge crossing Chehalem Creek a couple of months early. Though it cost money to do so, he informed that he asked Wildish to accelerate their schedule a bit and a change order has been put through and signed. Mr. Snyder expressed his belief that they will most likely be done though there may be some shoulder work going on and may be some pavement between the bridge by the airport that is not finished up at that time. Mr. Snyder also informed that along the access route there's a new road which goes down to a cul-de-sac and provides entrance for fire and police to use if needed. Different scenarios with regard to the remaining work to be completed and how it relates to the potential race date were discussed.

C.E. Reid informed that at Tenth Street a couple of planters have come out of the redesign of the ADA ramps to accommodate ODOT comments. C.E. Reid provided a Powerpoint presentation which included a map view reflecting the exact location. He noted that there are raised curbs. C.E. Reid advised that pedestrians will come down the ramp and also pointed out where the storm and water pipes cross in the area discussed. The planters have rock underneath them and no irrigation. Crews did attempt to bore over to the area but there was too much rock and C.E. Reid expressed concern that growing plants in these areas would be difficult. He has considered proposing hardscape type alternative for these areas. C.E. Reid also shared his opinion that people will likely be walking across the areas and cars may also pass over them. He pointed out that a hardscape surface would reduce maintenance needs. C.E. Reid provided visual examples of hardscape ideas including tile, rock, concrete scoring with rock patterns, decorative rock patterns, pavers, pavers with concrete blocks, and columns or even some kind of brick work. The idea of adding benches along the sides or artistic designs were also discussed. C.E. Reid recommended doing a flat surface which would be flush with the top of the curb.

C. Svicarovich inquired as to whether these will be the only two areas where these planters will be located. C.E. Reid explained that this design will not be used in other locations; this design was required due to the very tight right-of-way in this area. C.E. Reid did point out, however, that these same type of planters will be located on both sides of the Tenth Street intersection when construction is complete. There will be a total of four planters at this intersection. Detailed conversation ensued regarding many thoughts and ideas pertaining to the planters. C. Nelson informed that he prefers something more colorful than just concrete gray. C. Svicarovich pointed out that if any type of vertical formation is done, the height would need to be carefully assessed so as not to impede sight lines for vehicles or pedestrians. C. Crawford informed that he is not in favor of stamped concrete due to the fact that the color tends to fade over time. C. Crawford inquired about the possibility of placing a sculpture of some sort in the area, possibly along with pavers. C.E. Reid confirmed that this would be a possibility as a footing could easily be poured as part of the project.

C.A. Daykin inquired of the Council as to how they would like to go about making the decision with regard to filling the planters. M. Russ suggested the idea of placing pavers in a simple pattern initially with the idea that they could be replaced by something else at a later date when there is more time to make the decision. C. Nelson pointed out that there is a manhole in one of the planter areas as noted on the plan. C.E. Reid pointed out that it could be raised to be flush with the curb. C. Crawford suggested the idea of presenting ideas to the community and taking a

vote. M. Russ suggested keeping it simple by just taking a vote of the Council members. C. Svcarovich supported the idea of researching potential plant options to see if this is a possible alternative while also considering hardscape options. C.E. Reid noted that rock garden plants of some sort may be an option, though also noted that weeds would also grow well in that type of environment. Additional thoughts and ideas were discussed.

New Business

YTCA Presentation

Cynthia Thompson, Transit Manager, YCTA, introduced herself and presented additional materials to the Council members. C.A. Daykin reviewed that one of the reasons that Ms. Thompson is present at the meeting tonight is because YCTA put in a request for funding that will be reviewed at the upcoming Budget Committee meeting this week. Due to a conflict in her schedule, Ms. Thompson is unable to attend nor have someone represent the proposal and is using this opportunity for the Council members of the Budget Committee have the opportunity to hear directly from her.

Ms. Thompson reviewed that Dundee has two bus stops. One is located at Ninth Street and Highway 99W, though she noted they would like to add a second one on the opposite side with a shelter as well. C.A. Daykin informed that a new shelter is planned on the west side of the highway at Ninth Street. Ms. Thompson reviewed the YCTA service area. She noted there to be local bus service in McMinnville and Newberg (local routes, dial-a-ride, and paratransit), and commuter service that goes to Hillsboro, Tigard, Salem and Grand Ronde. She pointed out that the bus passes through Dundee on the Tigard route. Ms. Thompson reviewed the YCTA Operating Structure. She pointed out that Dundee City Councilor, Tim Weaver, serves on the Yamhill County Transit Area Advisory Committee along with representatives from every city in the county. Ms. Thompson informed that YCTA presently has 30 buses and there are presently 38-40 employees that work for First Transit. The Transit Center in downtown McMinnville was built about three years ago and that houses the First Transit staff and is the main hub for the transit service. Ms. Thompson reviewed the YCTA 2016/17 Operating Revenue. She informed that Newberg and McMinnville contribute approximately \$20,000 each. She also explained that it is her understanding that when the system first started all of the smaller Cities, including the City of Dundee and others, had agreed to contribute \$2,500 towards the transit system, though not all have cities have done so. Ms. Thompson reviewed the 2016-17 Operating Expenses and pointed out that the majority of the funding expenses are for the contract of First Transit. She informed that since she started working for YCTA about two years ago ridership has remained approximately the same at 300,000 a year, about 26,000-28,000 riders a month. Those figures are expected to increase for this fiscal year to over 300,000. Ms. Thompson briefly discussed information pertaining to YCTA Goals for 2017/18 as well as Accomplishments 2015/16; this information was provided to Council in a small packet. She pointed out that YCTA recently kicked off a Transit Development Plan and additional details pertaining to this were discussed. Through this survey process it is their hope to obtain valuable information. She informed that she would like people from each City in the County to participate. There will be four focus groups and there will be community surveys as well as a project website which should be up in about a week or two.

Ms. Thompson informed that she sent a letter out to each Yamhill County City asking for the contribution of \$3,054 towards the transit system, with a 5% increase annually, though she noted that not all cities have done that. She advised that ideally she would like all of the cities to have a line item in their budget this year or in the coming year reflecting the contribution to YCTA. YCTA was noted to be facing challenges with its aging fleet and, although successful in securing grant funds to purchase new buses, there is a match requirement of 10.27%. Ms. Thompson

offered a detailed discussion and explained that over the years, state, federal and other resources have declined, so there is a need for additional resources to assist with the needed \$196,785 in match funds. She explained that she was able to secure a grant in the amount of \$150,000 to cover the majority of the match funds. She is hopeful that Cities will be able to contribute a one-time contribution towards a capitol match; for the City of Dundee the amount that is being requested is \$554. Discussion ensued with regard to the YCTA Advisory Committee and the planning efforts anticipated over the next 18 months. She noted that she expects YCTA to receive a fairly steady income from the state from grants; they receive approximately \$1.4-\$1.5 million dollars annually in operating funds which are enough to do what they are doing now. Expanding service cannot happen with what is currently received.

C. Nelson inquired as to whether statistics are available with regard to Dundee ridership. Ms. Thompson pointed out that she provided information with regard to the YCTA service provided to Dundee, though specific Dundee ridership information won't be available until after the on-board surveys are complete this week. She discussed additional busing details and informed that Dundee is served partially with their Demand Response system, but Dundee does not have its own Dial-A-Ride service. Additional details pertaining to the bus routes were explained. C. Nelson inquired about ridership for the main hub bus routes. Ms. Thompson advised that she doesn't have that information with her although it is available; she advised that she will provide the information to C.A. Daykin via email.

Additional discussion ensued regarding the funds requested. Ms. Thompson informed that she was told an agreement between YCTA and the Yamhill County small cities began in 2012. She pointed out that the City of Dundee would be receiving \$300,000 of service for only a \$3,554 contribution amount. C. Crawford pointed out the Dundee residents are paying federal and county taxes that going towards YCTA as well. Ms. Thompson informed that they have received calls from Dundee residents who would really like more Demand Response service here. She informed that Paratransit is only available in Newberg and McMinnville. Ms. Thompson also informed that Yamhill County has a higher than state average population of elderly people and people with disabilities who aren't driving anymore and need transportation. Discussion ensued regarding bus transportation particulars and potential hurdles overcome by riders given the resources available.

C. Svicarovich inquired as to the typical destinations sought by the paratransit riders. Ms. Thompson informed that most destinations are medically related. She also informed that there are quite a few developmentally disabled riders who are transported to worksites. Elderly riders oftentimes request transportation for shopping. C. Svicarovich inquired as to what is mandating the paratransit service that is presently being provided in Newberg and McMinnville when those same services aren't provided in other areas. Ms. Thompson is uncertain as to the reasoning behind this though she guessed it may have to do with the fact that Newberg and McMinnville are the largest cities and also have the local routes. She pointed out that commuter routes don't require them to do the Demand Response because it has fewer stops than a local route and is supposed to be designed to be going from city to city. With a local route, there is a requirement by the federal government to provide paratransit; detailed conversation ensued regarding this.

C. Crawford inquired as to whether there are other similar rural routes in the state. Ms. Thompson confirmed that indeed there are many. She also pointed out that something that makes YCTA more unique is the fact that it's a county system with no local tax, only federal and state funding; there is no local support other than the general fund that comes from the county.

Resolution No. 2017-04, Sewer Rates

M. Russ briefly reviewed Resolution No. 2017-04, which establishes new sewer rates as reviewed at the April 18 Council meeting. **A motion** was made and seconded to adopt Resolution No. 2017-04, a resolution setting sewer rates and repealing Resolution No. 2016-05. **The motion** passed unanimously.

Employee Picnic Event

C.A. Daykin reviewed that this is an event which the employees already have set up. A location has already been selected, a date set, and employee funds will be used to cover the expenses for the event. C.A. Daykin pointed out that in the past it had been suggested to have an event in the summertime and to include City volunteers as well. C.A. Daykin inquired as to whether this would be desired by Council and, if so, whether the City would be willing to offer financial support for those additional persons who would be attending. C.A. Daykin pointed out that this would be a social event, not an employee recognition event. C. Nelson expressed his support of the event, and M. Russ supported the City providing additional funding as well. C.A. Daykin informed that the employees can work on this and begin gathering a head count of who may be interested and let the Council know what the cost might be. C. Crawford pointed out the importance of recognizing City volunteers, and suggested that this might be a good time to recognize them. C. Nelson supported the summer event being a social event as requested by the employees, and suggested an alternative time being set aside to acknowledge City volunteers as this is important as well. C.A. Daykin pointed out that the fire department has a group that does their own annual recognition for their volunteer staff.

Council Concerns and Committee Reports

C. Crawford reminded Council that the Taste of Dundee is this weekend. He informed that they have sold about 350 tickets for the event so far; they expect to sell another 300 tickets at the gate. He indicated that they are still in need of additional volunteers; contact Patty at the Chamber of Commerce if interested. C. Crawford pointed out that with such a large number of people expecting to attend, he is unsure of their plan for parking.

C. Nelson inquired as to whether or not the City is responsible for maintenance of the island at Fifth Street and Highway 99W. He pointed out that the tip of the island is not clearly visible and the area is not very well lit now. He informed that it's fairly easy to cut that corner and he has seen a couple of cars go up and over it. There is a reflector in place but with so much dirt present it is not visible. C. Nelson pointed out that it would be a good idea to paint the nose of that island so that it's brighter in color and easier to see. C.A. Daykin advised that he will contact ODOT with regard to this issue, and also noted that the island was designed to accommodate being driven over though this not preferred.

C. Crawford shared with Council a concern that came up at the Chamber Board meeting earlier today with regard to children crossing First Street. He informed that many children are attempting to cross First Street from their houses to get over to the trails in Billick Park. A safety concern was raised due to the high volume of traffic in this area. Detailed discussion ensued regarding the exact location and potential options with regard to these concerns. C.A. Daykin informed that he will raise the issue with the school Principal. The idea of potentially painting a crosswalk in this location was discussed.

Mayor's Report

Mayor Russ inquired as to whether or not there have been any issues with regard to RV's parking on the street. C.A. Daykin informed that no issues have been brought to his attention. M. Russ pointed out that there is a trailer on the west side of Linden Lane, though he is uncertain of

whether or not it is parked in the right-of-way. It was noted to have power going to it as well. Additional brief discussion ensued with regard to his concern.

City Administrator's Report

C.A. Daykin informed that the Beech Street sewer main that was supposed to begin construction and repairs today was delayed until tomorrow. The contractor will also complete the repair of another Frontier penetration which was discovered not too long ago.

C.A. Daykin informed that on May 16th the City sent letters out to property owners on Seventh Street, and to the property owner representing the sidewalk gap on Upland Drive, to communicate that City Council will have a discussion on sidewalk gaps. C.A. Daykin advised that at the next meeting there will be a report and discussion that will take place, with possibly a number of people attending to get more information about that issue. C.A. Daykin pointed out that he had two people contact him though once he explained what was going on they didn't express great concerns. He noted that one person indicated that he would probably intend on taking out a permit to complete the sidewalk segment. Another person was mainly concerned because they are on a fixed income and C.A. Daykin advised that he explained how the LID process works with installment payments and the property owner seemed to be okay with that.

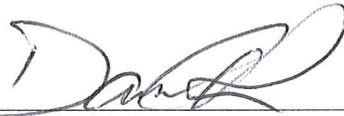
C.A. Daykin informed that at the upcoming June 6th Council meeting PGE representatives will be present to discuss options for converting the remaining decorative lights, both the acorn lights in the Falcon Crest area as well as the box style Town & Country style light fixtures at different locations. In addition to the LED option and dark sky compliance option, additional options and styles will be presented. C.A. Daykin inquired of the Council as to when in this process they would like the affected neighborhoods to be notified. Discussion ensued regarding additional specific lightening details. C. Nelson expressed his support of keeping the public and neighborhoods informed.

With regard to the K&E contract for the Phase A work, C.A. Daykin informed that the City is holding off on signing contracts following discussions with the City Attorney and Doug Rux regarding urban renewal. He informed that the urban renewal plan doesn't go into effect until May 18th, and until it goes into effect there is no ability for the City and the Agency to come to an agreement on having the City loan funds to the Agency for doing the undergrounding work (the conduits). C.A. Daykin informed that the undergrounding work is one of the projects identified in the urban renewal plan and right now the City is using street maintenance funds to do the undergrounding. Urban renewal could still reimburse the City if this is desired, but in order to do this the City would need to wait until the urban renewal plan is in effect before we sign the contract with K&E. This delay in signing the contract was discussed with K&E and they are okay with it though they do want to move along and get their pipe ordered for the water part of the project. C.A. Daykin inquired of the Council as to whether they would be willing to meet in special session on May 23rd following the urban renewal effective date. At this time there would be a joint session of the Agency and City Council to enter into an agreement so that when urban renewal dollars become available the street maintenance dollars could be reimbursed for that part of the project. C.E. Reid informed that if K&E has a need to order materials and fix prices before the City is able to get the contract going, he advised them that another agreement could be worked out if they are willing to do that. He also pointed out that K&E wasn't planning to begin this project until early June so this delay isn't worrisome to them. Detailed discussion ensued. The consensus of the Council was to plan to meet in special session on May 23rd.

Public Comment

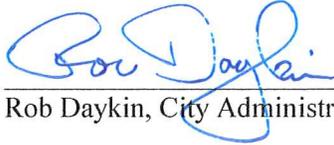
None.

The meeting was adjourned at 9:00 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder