

**CITY COUNCIL MEETING
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June 6, 2017**

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City of Dundee
City Council Meeting Minutes
June 6, 2017

Call to Order

In the absence of Mayor David Russ, Council President, Kristen Svcarovich, called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Council President Kristen Svcarovich, Ted Crawford, Doug Pugsley, Storr Nelson, Jeannette Adlong and Tim Weaver. Absent: Mayor David Russ. Staff members: Rob Daykin, City Administrator and Shelby Rihala, City Attorney.

Public Attendance

Kevin Muck, Wendy Veliz, and Aroun Xaybanha, Portland General Electric (PGE) representatives.

Agenda Changes

None.

Budget Hearing

Council President, Kristen Svcarovich called the hearing to order at 7:02 P.M. to consider the budget for the fiscal year 2017-2018.

Staff Report:

An additional page (page 4A) was provided to those in attendance to add to their agenda packets. C.A. Daykin reviewed that the budget hearing was noticed in the Newberg Graphic and on the City of Dundee website. This is an opportunity to hear input from the public, followed by making amendments to the budget if desired by Council. C.A. Daykin pointed out that at the time that the budget was approved by the Budget Committee the City didn't realize they would be moving forward with purchasing the dump truck within the present fiscal year. Since this has happened, C.A. Daykin informed that the available expenditures for next year would need to be reduced to reflect the resulting reduction in the beginning balance of the Equipment Reserve Fund. Secondly, C.A. Daykin pointed out that he overlooked including Sewer CIP Fund Interest Earnings in the amount of \$6,000. He informed that no action will need to be taken by Council; he will add it to the final budget document. He pointed out that if Council wishes to consider that as an additional revenue source to appropriate or is interested in making any changes to the appropriations, those would also be options. C.A. Daykin reviewed that if any fund's total expenditure is increased by more than \$5,000, he would need to republish a Budget Notice in the paper and then the final decision could be made after that second hearing. C.A. Daykin noted that he recently received his first payment request for the control panel replacement project. He informed that he had not anticipated having any costs out of this fiscal year, but work is being done and parts have been ordered; there is a progress payment of approximately \$102,000 that is being processed which will be reflected in the current year's budget. C.A. Daykin advised that he will therefore reduce the expenditures for next year. No action is needed on the Council's part and this adjustment will be reflected in the final document Council will receive at the next Council meeting.

Public Input:

None

Questions for Council:

None.

The hearing was closed at 7:05 P.M. C. Svicarovich reviewed that Council will receive an amended budget on June 20, 2017, unless further changes are desired by the Council.

With regard to shared revenues, C. Crawford reviewed that the City of Dundee will provide the Community Mediators of Yamhill County with a \$1000 contribution. He shared that it was brought to his attention that McMinnville apparently won't be making a contribution to this organization for the 2017-2018 fiscal year. Brief discussion ensued regarding the value of this organization in Yamhill County.

C.A. Daykin informed that if Council desires no changes, he will bring back the final budget for adoption at the next Council meeting.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 6.1 City Council Minutes, May 16, 2017. **The motion** passed unanimously.

Old Business

Street Light Conversion Options

C.A. Daykin reviewed that Council discussed this issue a few years back and since that time there is a new option that's now available for replacement of the Early American style light fixture that was not available before. He noted that PGE representatives are here to discuss the options with Council, including variables with regard to cost. C.A. Daykin advised that this is an exciting opportunity because conversion of these remaining decorative fixtures puts the City one step closer to full compliance of having our street lights meeting our outdoor lighting regulation. Additionally, he pointed out that the budget that is being considered for adoption does not anticipate the rate increases, so depending on the timing of the project there could be a variable impact in the street budget. He informed that following the discussion tonight, it could be discussed whether or not an increase in appropriation in street lighting is desired for the Street Fund, or whether to just let it ride and other cost items in the Street Fund could potentially be reduced to allow for the street lighting to be higher than budgeted. He reviewed the lights which are being considered as part of this project at various locations throughout the City; the map on page 70 was referenced. C.A. Daykin informed that letters were mailed to residents living in close proximity of the decorative lights to advise them of Council's consideration for replacing the high pressure sodium (HPS) fixtures, and inviting them to come to the Council meeting tonight to address concerns or questions on this issue. He noted that he only received one email from one person who did not reside on the street that actually has one of the lights being replaced.

Kevin Muck introduced Aroun Xaybanha, who will speak first with regard to the technical options. Aroun reviewed the style of the lights now present, as well as the options as presented in the agenda packet on pages 67-76. Mr. Muck reviewed the details pertaining to light fixtures meeting dark sky compliance. Discussion ensued. Mr. Muck led a detailed discussion with regard to wattages and the fact that wattage isn't a direct relation to lumens or foot candles anymore. Lights are becoming more efficient all of the time. Additional discussion ensued. C.A. Daykin noted that he previously discussed with Mr. Muck the potential idea, with regard to the acorn lights, of maintaining the intent of the decorative lights in residential areas but on Ninth

Street go with the Cree lights for better illumination on the street and better lighting overall. C. Crawford shared his opinion of preferring the decorative lights on Ninth Street in order to maintain consistency. C. Svicarovich inquired about lighting level requirements being met. Mr. Muck discussed that Aroun ran some photometrics on Tomahawk Place and noted the lights do not meet the current guidelines given the distance between them and their pole height. Twenty-five foot poles with a different lighting fixture would likely need to replace the present 16 foot high decorative poles. Various fixture options were described and discussed amongst the group. Mr. Muck noted that they recently replaced ornamental lights in an upscale neighborhood in North Plains with black fiberglass poles and Cree replacement lights which were well received. Additionally, he pointed out that Cree lights are cobra head replacements, and that no cobra head replacements really look like Cobra heads anymore; they generally are a sleeker square shaped light fixture. C. Svicarovich felt that the lights on Ninth Street are important due to the functional classification of that roadway as a collector, and noted that the area should meet the lighting standards. In the residential areas it was noted that changing fixtures alone would not likely meet the standards; adding poles or changing pole heights would be necessary. C. Crawford inquired as to what the level of glare is with the Cree lights. Mr. Muck described in detail the parameters affecting glare with regard to pole height, etc. Discussion ensued regarding thoughts and ideas pertaining to the various lighting options.

C.A. Daykin reviewed details pertaining to the lights presently located in the other residential areas and discussion ensued regarding potential options for these areas. C.A. Daykin suggested using the same black pole and replacing the light with a black painted Cree, which are also noted to be "dark sky" lights as well. The consensus of the Council was to replace all of the Town & Country fixtures in the described residential areas with the Cree light fixtures. C. Adlong pointed out that there are several of the Town & Country light fixtures around town that residents have some of the glass panes spray painted out because of the glare issue. C. Nelson supported replacing the fixtures with Cree's and noted to have one of the Town & Country light fixtures near his home and that he doesn't feel it emits light well down on the ground. Additional details with regard to the options were discussed. Mr. Muck pointed out that the Option B poles are an incredibly good value; the price for the Option A poles (which PGE will pay for) is significantly higher, even more than the fixtures. Specifics regarding the costs were reviewed. C. Adlong pointed out that the City will save money if Cree light fixtures are selected. C. Weaver pointed out that with so many children in these areas, having better, more efficient and effective lighting trumps the ornamental pole. C. Adlong pointed out that the present lights have too much glare and that the Cree lights would likely be welcomed. Additional discussion ensued.

Regarding RP-8 Guidelines (roadway lighting levels recommended by the Illuminating Engineering Society of North America), Aroun informed that she is unaware of whether or not the existing installation on Ninth Street had any photometrics done; completing this for Ninth Street to see whether or not the existing guidelines are being met could be done. Detailed discussion ensued. C. Crawford inquired as to the pole height requirement with regard to the Cree lights. Mr. Muck explained that 25 foot poles would be installed for the Cree lights. Aroun pointed out that many Cities who are completing the LED replacement of their decorative lights are converting them without looking at whether or not it meet RP-8. C.A. Daykin pointed out that in many of the residential areas there aren't enough poles in the ground and the focus then turned to ensuring light was near the intersection of streets. Mr. Muck pointed out that oftentimes Cities are electing to lower the wattage when replacing with LED lights in order to help offset the glare effect. C. Adlong inquired as to what kind of shields are available for homeowners who might complain about glare in their homes. Aroun informed that with regard to the Cree the manufacturer only has one style of shield available. The shield basically only shields the back half of the light; it can be turned around towards the street but this is not recommended due to the impact on the street lighting. The shields are installed by request only, and at a cost of \$150 each;

if they are installed at the same time the lights are installed the cost drops to \$75 each. Mr. Muck pointed out that some Cities don't allow shields. It would be up to the City of Dundee to establish whether or not they would allow the shields. Discussion ensued regarding the dynamics of the residential areas with regard to the shields.

The consensus of the Council was to move forward with the idea of replacing all of the lights with the Cree light fixtures and taller poles. C.A. Daykin reviewed that first the study will be conducted by PGE, and they will bring back the costs of that option, as well as the monthly cost change. Additional details were discussed. C. Pugsley pointed out that the City may want to try to avoid the taller poles in the residential areas. Mr. Muck offered to do a simple one light test to see what it looks like; the Cree could be added to see what the lighting looks like which may help in the decision making process. Mr. Muck reviewed that last year an American Medical Association (AMA) article was released which was sponsored by Dark Sky International. The article said that blue light is very dangerous and provided various reasons for this. Mr. Muck reviewed the details of the article and provided the Council with a handout containing additional information. He noted that the Department of Energy's (DOE) response was that all of these issues depend much more on duration and intensity of the light than they do with regard to the color of the light. Mr. Muck explained that blue light has more of a glare and does have some dangerous effects for those who look into the light. The general movement with regard to this information has been to settle on 3000K which Mr. Muck noted to look less harsh. The DOE's response to this is that though they are looking into it, there have been no studies on actual intensity in long-wave light (which are the warmer colors) to say whether the light is the issue or whether it is actually the color of the light. Links to the AMA article as well the DOE's response were provided within the handouts Mr. Muck distributed. C. Crawford inquired as to whether or not there are further studies being done at this time. Mr. Muck noted that the Illuminating Engineering Society (IES) is the guideline that PGE uses. IES had indicated that they are looking at the issue but they don't agree with the AMA. Their final report has not been released yet. Mr. Muck noted that there is a lot of research taking place because of this article with regard to blue light, but he believes that everyone stands in agreement that the bluer the light, the more discomfort glare it has. Mr. Muck confirmed that the lights placed in Dundee by PGE are 4000K and look white. Additional detailed discussion ensued regarding the light color ranges. It was noted that 4000K is an efficient lighting color; the warmer the light is, the less efficient the light is. C.A. Daykin informed that Council will have another discussion with regard to PGE's recommendations for the various locations. Mr. Muck informed that PGE will review Ninth Street first and provide the City information regarding their findings. He reviewed his willingness to try out a test light set-up to help in the decision making process. C. Crawford pointed out that as neighborhood trees grow taller, taller lights may provide better lighting long-term.

New Business

Resolution No. 2017-05, Budget Transfers

C.A. Daykin reviewed the proposed resolution in detail, as presented in the agenda report. A **motion** was made and seconded to adopt Resolution No. 2017-05, a resolution transferring budget line item amounts within a department or fund for fiscal year 2016-2017. **The motion** passed unanimously.

Resolution No. 2017-06, State Shared Revenues

C.A. Daykin reviewed that this is a resolution that the City of Dundee has historically adopted every year. A **motion** was made and seconded to adopt Resolution No. 2017-06, a resolution declaring the City's election to receive state revenues. **The motion** passed unanimously.

Resolution No. 2017-07, Municipal Services Certification

C.A. Daykin reviewed that last year (2016-2017) was the first year that the City of Dundee had to adopt this resolution because Yamhill County's population was certified to be 100,000+ in population. Additional details were reviewed pertaining to this resolution. A **motion** was made and seconded to adopt Resolution No. 2017-07, a resolution certifying the municipal services provided by the City of Dundee. **The motion** passed unanimously.

Resolution No. 2017-08, Salary Schedule

C.A. Daykin reviewed that this is an annual process and reflects the budget that was proposed and ultimately approved by the Budget Committee. He noted that the salary schedule is proposed with a 2.1% COLA, using the same indices that we have used for the last eight years. C.A. Daykin informed that typically the COLA is filling the stop gap between times when a full blown compensation study is done; a full-blown study on competitive wages is not done annually. Since it has now been about six years since a study has been done, it is likely time to consider completing this process, especially if there is difficulty in recruitment of the WWTP position (if needed this year) or difficulty in retaining fire department employees once they are recruited. For the time being, C.A. Daykin noted that the 2.1% increase in salaries is proposed.

The history of the VEBA program was reviewed. It was noted that for many years the City of Dundee had the lowest cost overall of the Cities in Yamhill County. The provided updated survey on page 86 had been previously done a number of years ago. He noted that many of the Cities have migrated from the higher cost plans and offer different types of sharing mechanisms with their employees in terms of the premium or other programs. C.A. Daykin pointed out that Dundee is still below average in terms of costs to the City based on full family coverage. It is his belief that the City is doing a good job of providing good benefit to the employees, especially given the fact that the City cannot compete with the salaries for some of the larger cities.

Brief discussion ensued. A **motion** was made and seconded to adopt Resolution No. 2017-08, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for fiscal year 2017-18. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford informed that he recently attended a Chehalem Valley Chamber of Commerce meeting. He advised that they provided an update on the Taste of Dundee event. Approximately 450 tickets were sold for the event and approximately \$38,000 in revenue was received from the event. Expenses were noted to be \$29,000, so approximately \$9,000 was profited from the event. The Chamber was pleased with the turnout at the event and received positive feedback from the wineries and event participants. The event will be planned again for next year, probably the first or second week in May.

C. Svcarovich inquired as to whether there were any issues with parking raised following the Taste of Dundee event. C.A. Daykin advised that he has not heard any complaints regarding this.

C. Crawford informed that Don Clements, Chehalem Park & Recreation District (CPRD), spoke with C.A. Daykin with regard to substantially increasing park SDC's; a public hearing will be held on Thursday, June 22, 2017. Other than the Fifth Street property that CPRD recently acquired across from Billick Park, there was no real mention of any specific projects (other than trails) for the City of Dundee. Additional detailed discussion ensued.

C. Adlong pointed out that there has been a no trespassing sign placed on the Edwards property going down to the river. C. Adlong expressed her frustration with this situation, and suggested the possibility that CPRD add this to their Plan. C. Crawford informed that Mr. Clements

indicated that CPRD sent Mr. Edwards another letter to which he has not yet responded. Further discussion ensued. C. Crawford expressed his concern about not having river access as well. C. Crawford encouraged those who could to attend the upcoming meeting. Discussion ensued regarding the many projects CPRD is working on presently.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin informed that courtesy letters were sent out awhile back with regard to mowing. Presently there are still fourteen properties that have not complied. Abatement notices were posted and final letters were sent with a date of June 12, 2017. C.A. Daykin informed that if property owners have not complied by this date the City will be hiring a contractor to do the mowing and send a bill to the owner; if they don't pay a lien will be filed against the property. C. Crawford informed that the area at the corner of Fifth Street and Highway 99W that the City cares for was not cleaned up after a recent mowing. He noted that grass covered half of the sidewalk as the area was not cleaned up afterwards. He pointed out that this area was very unsightly during one of the busiest weekends of the year in Dundee, Memorial Day weekend.

C. Adlong inquired as to whether or not C.A. Daykin had discovered who had sprayed Round-Up on the plants she previously expressed concerned about. C.A. Daykin informed that he met with Daniel Fey, the manager for the working staff for the Four Graces vineyard, and Brian Stewart, CPRD. He noted that there was some indication of overspray with regard to the vineyard property, which Mr. Fey apologize for. Mr. Stewart and the vineyard staff will work together to coordinate their spraying regimen. C. Adlong expressed her opinion that it is critically important to place signs when chemicals are being sprayed. She pointed out that many residents walk their pets in these areas and they should be aware of when chemicals are sprayed. C.A. Daykin advised that he will discuss this with Mr. Stewart, though it was his belief that signs were posted the last time they sprayed.

C. Crawford inquired as to whether or not CPRD is now maintaining the Viewmont Trail. C.A. Daykin informed that they are doing the mowing. C. Crawford pointed out that he recently saw plants in several places that have been marked with tags and are totally being overgrown with grass. C. Adlong expressed her concern of this issue as well. C.A. Daykin suggested a discussion regarding this with Mr. Stewart and noted that if this level of maintenance is desired for the Viewmont Trail then it will add more hours to the maintenance budget. C. Adlong felt that it wouldn't take much to address the heavily planted area with the weed eater.

C. Adlong pointed out that the area she is very concerned about (with regard to plants being sprayed) is the area on Eighth Street (the Riverside area) where both sides of the road were sprayed. C.A. Daykin informed that the farmer had sprayed in this area. He noted that he had relayed this information to ODOT though they have not responded back. C. Adlong pointed out that ODOT had seeded the plants in this area. C. Adlong expressed her frustration that the plants for half a mile on both sides of the road are now dead; this is a big waste of money. C.A. Daykin suggested the potential idea of writing a letter to Tom Edwards, who had leased the property to the farmer, noting that the overspray on the right-of-way area (which is not his property) is not permitted. C. Adlong supported the idea of sending a letter to Mr. Edwards. C. Svicarovich inquired as to whether or not any sort of delineation would be put up so that in the future this does not happen. C. Nelson inquired as to when ODOT will return for an update on the Bypass project

so that we might relay this information to them. C.A. Daykin advised that there is no schedule from them at this point.

C.A. Daykin informed that ODOT held the Design Acceptance Package meeting for their phase of the Highway 99W Sidewalk/Streetscape project last week which the City Engineer did attend. He noted that there are still ongoing exchanges of information from ODOT with regard to dealing with the traffic control for allowing pedestrian access during our phase of work. C.A. Daykin informed that they are hypersensitive with the deal they made with the Department of Justice (DOJ) regarding ADA issues which is making it challenging for the City to manage this project. He also noted that the Pre-Construction meeting will be held tomorrow with the contractor and other parties on the City's phase of the Streetscape/Sidewalk Project.

C. Svicarovich inquired as to the timeline with regard to the street light fixture changes that are happening at the interchange. C.A. Daykin informed that he does not have a timeline presently. He advised that he can follow-up on this and try to find out that information. C. Crawford pointed out that the City was told they would be seeing changes taking place on the bridge in April/May and thus far only two City leaf logos have been placed. The Council noted that they were very pleased with the logos that have been placed.

C. Adlong informed that her hope was that the legislature was going to do something about the liability laws for the property owners, which is why the Edwards' have said they no longer want to have people on the property. C.A. Daykin informed that CPRD is working with their legal counsel to draft up an agreement that would make it clear that if there was any liability CPRD would carry that. It is not C.A. Daykin's belief that liability is the main issue. It is his belief that it is the owner's unhappiness with how he perceives the area not being maintained in the manner that he feels the property should be maintained. Additional detailed discussion ensued.

C.A. Daykin advised that a new sign will be placed at City Hall as the old sign has continued to be propped up at the front of the building. A sign image was provided to Council, and it was noted that this issue was brought to City Council a number of years ago and this is the sign image that had been approved. C.A. Daykin inquired as to whether Council still supports this same look for a mounted sign on the building. Council supported the new sign.

Public Comment

None.

The meeting was adjourned at 8:20 P.M.

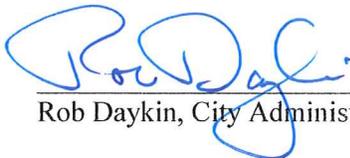
Executive Session

The City Council entered into Executive Session at 8:21 P.M. for the purposes: to consider information or records that are exempt by law from public inspection. The executive session is held pursuant to ORS 192.660 (2)(h).



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder