

**CITY COUNCIL MEETING  
TABLE OF CONTENTS FOR MINUTES  
July 18, 2017**

Call to Order .....2  
 Council and Staff Attendance .....2  
 Public Attendance .....2  
 Agenda Changes .....2  
 Public Hearing: Parking Lot and Access Easement Vacation .....2  
 Public Comment.....3  
 Consent Agenda.....4  
 Old Business .....5  
     Resolution No. 2017-10, Special City Allotment Grant Application .....5  
     Highway 99W Sidewalk/Streetscape Project Update.....5  
 New Business .....8  
     Audit Services Contract – FY 2016-17 .....8  
     Water Facilities Roof Replacement Quotes .....8  
     City Hall Windows Replacement Quote.....8  
     Dundee Women’s Hall – Letter of Support for Grant Application .....8  
 Council Concerns and Committee Reports.....8  
 Mayor’s Report.....9  
 City Administrator’s Report .....9  
 Public Comment.....10

**City of Dundee**  
**City Council Meeting Minutes**  
**July 18, 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, Ted Crawford, Storr Nelson, Doug Pugsley, Kristen Svcarovich and Tim Weaver. Staff members: Rob Daykin, City Administrator; Shelby Rihala, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Fred Russell; Suzanne Kintzley; Mike Wiltshire, 32049 NE Corral Creek Road, Newberg; Cal Erath; Brian Staats; and Phillip Staats, Boy Scout Troop 520.

**Agenda Changes**

Item 8.4 Dundee Women's Hall – Letter of Support for Grant Application was added to New Business.

**Public Hearing: Parking Lot and Access Easement Vacation**

**Staff Report:**

Mayor Russ informed that tonight's public hearing is with regard to the 1996 Parking Lot and Access Easement located on Parcel 2 of Partition Plat 95-95.

C.A. Daykin reviewed that when the parking lot and access easement was disclosed earlier this year, it was a surprise to City Staff who were not aware of this document. In 1996 the owners of the property dedicated to the City of Dundee a parking lot and access easement on property located between the highway and the railroad, and with access to 9<sup>th</sup> Street. At that time the owners were considering development of the property while the City at the same time was looking taking parking off of the highway and trying to come up with alternate ways of dealing with the displaced parking. As a result, the owners provided this easement to the City in anticipation that they would develop the property, thus meeting their need for parking as well as providing some additional parking for the public, etc. As it turned out, the property was not developed and therefore the parking lot was not developed. At this time the property is offered for sale, and development of the property is impacted by the existing easement because the original easement was designed around that original proposed development. Also, the Transportation System Plan (TSP) has identified the need for public parking facilities on the opposite side of the highway in the areas of Tenth Street and Eighth Street, and so the City Council initiated the process to consider vacation of the easement. C.A. Daykin reviewed in detail the public noticing process undertaken by the City, and informed that up to this date he has not received any written comments regarding the proposed vacation.

**Public Input:**

Mike Wiltshire, 32049 NE Corral Creek Road, Newberg, OR 97132, approached the Council. He advised that he is present to respectfully request the vacation of the parking lot easement on his property. He noted that the easement was granted by the property owners to the City over twenty years ago in a cooperative effort to facilitate a commercial development. He informed that due to

economic reasons that development was not completed. Mr. Wiltshire advised that the property has since sat vacant for twenty years and the easement was largely forgotten. He informed that they presently have a third party who is interested in purchasing and developing the property. In the buyer's due diligence period the easement was discovered and they objected to it; they have asked the property owners to initiate this action. Though the easement once made sense for the original property design idea many years ago, it does not make sense today or provide any flexibility for a new potential project. Mr. Wiltshire explained that they feel vacating the parking lot and access easement is in the best interest of all parties, including the City. He noted that the City could then impose their current development standards on a potential new development. This would give flexibility to the buyer's design team to be able to create a new commercial development that could potentially be a pinnacle or a centerpiece of Dundee. Mr. Wiltshire expressed his appreciation of the Council's consideration.

C.A. Daykin informed that the provided copy of Ordinance No. 560-2017, which if approved would vacate the parking lot and access easement, has been slightly modified. A modified copy was provided to Council members prior to the meeting. C.A. Daykin explained that the modifications are with regard to the condition of approval for vacation. He informed that there would be a 20 foot wide utility easement provided to the City of Dundee from the subject property to Tenth Street, inclusive of the preexisting 20 foot utility easement shown on the map of the property that was partitioned in 1995.

#### **Questions from Council:**

C. Nelson inquired as to why this Parking Lot and Access Easement has been declared an emergency. C.A. Daykin reviewed that there is an offer for the sale of the property and in order to potentially make this vacation effective as soon as possible that was what was needed. Dundee City Attorney, Shelby Rihala, echoed this as well as noted that it is in the general health/safety welfare of the City to expedite this process.

#### **Deliberations:**

C. Pugsley reviewed his opinion that this is a smart move for the owners of the property and there is no detriment to the City, especially with the inclusion of the utility easement for right-of-way.

**A motion** was made and seconded to adopt Ordinance No. 560-2017, an ordinance vacating a parking lot and access easement located in Parcel 2 of partition plat 95-55 within the City of Dundee, Oregon and declaring an emergency as updated with the redline document and map in the provided materials. **The motion** passed unanimously.

#### **Public Comment**

Fred Russell, Warren Road, approached the Council regarding traffic concerns near Dundee Elementary School. He expressed concern that the speed limit in the school zone is 20 mph all day long, even when no children are present. He is specifically concerned with the school zone on Highway 99W. He reviewed sign options that he felt to be more appropriate in this location, though he is not certain what may be allowable.

Mr. Russell explained that another concern of his over many years are the trees located between the sidewalk and Highway 99W at Neiderberger Road on the west side of town. He pointed out that in a lower vehicle, such as a car, they don't pose much of a visibility issue. However, in a truck it is difficult to see through the trees. He informed that he has requested the trees be trimmed on many occasions over the years. He volunteered to prune the trees himself, though pointed out that removal of the trees would be ideal. Mr. Russell advised that during foggy fall days when leaves are still present on the trees and very large trucks and trailers are coming off and on Neiderberger Road, this poses a very difficult situation. He praised the efforts of many

seasoned and patient truck drivers who cross that intersection carefully to avoid potential traffic accidents. Mr. Russell pointed out what a great benefit trimming or removing these trees would be to allow the trucks to more carefully plan their entrance onto Highway 99W. C. Nelson asked for clarification regarding the trees interfering with the view of Highway 99W to which Mr. Russell explained in detail. Mr. Russell also reiterated the fact that large trucks are most impacted by the trees as opposed to sitting lower in a car.

Mr. Russell advised that he does some mowing around town and noted that construction crews have taken over the property frontage on the property between Red Hills Provincial Dining and Panther Creek Wine Tasting. He informed that he spoke with the owner of the property yesterday who indicated that no one had spoken with him regarding the use of his property for storage of construction equipment and supplies. Detailed discussion ensued regarding K&E's construction project and their use of the Second Street right-of-way, as well as their use of other staging areas. Mr. Russell pointed out that it would be nice if the area were cleaned up well following their use of the area, especially given the fact that he is responsible for mowing the area. C. Weaver pointed out that if the property owner were to come forward that more could potentially be done.

C. Pugsley informed that he supports Mr. Russell's concerns with regard to the school zone near Dundee Elementary school. He pointed out that near Joan Austin Elementary school in Newberg there are flashing lights that alert drivers when they must decrease their speed to 25 mph, otherwise they can drive 35 mph. C. Pugsley inquired as to whether this option has ever been discussed with ODOT. C.A. Daykin advised that it has been years since any discussion has taken place with ODOT regarding the issue. Previously ODOT had declined to support upgrading with one rationale being that they feel that there should not even be signage in place for a school zone due to the stop light that is in place. C.A. Daykin also pointed out that if there were no school zone signs present and the City requested them, ODOT would decline to place them because of the stop light. Discussion ensued regarding this issue. C. Weaver advised that at this point there are not many kids crossing Highway 99W as most are bussed or walk from the uphill side of Dundee. The importance of Fifth Street remaining a school zone was briefly discussed. C. Pugsley asked if C.A. Daykin could reach out to the school principal regarding this issue to which he agreed. C. Svicarovich pointed out that if ODOT were doing the 99W Highway project they would remove the school zone signs as they don't meet current sign code.

Brian Staats, 792 Boysen Lane, Dundee, approached the Council with a question regarding Parks Road where it meets up with Highway 99W. He advised that since the recent changes on Highway 99W, turning left off of Parks Road onto the highway is very difficult. Mr. Staats advised that there is no safe place to pull out, especially given the fact that previously many would pull into the center lane prior to heading southbound; this is now a dedicated turn lane for Neiderberger Road. Mr. Staats pointed out that there are no safe options for those pulling out from Parks Road. He inquired as to what the long-term plan is with regard to traffic in this area. M. Russ acknowledged Mr. Staat's concerns and advised that ODOT designed the Highway changes without asking the City's opinion regarding the matter. He also pointed out that the left turn lane onto Neiderberger Road is out of the City limits, and thus is out of Dundee's control. Discussion ensued regarding additional details pertaining to the issue.

Mr. Staats also pointed out that when taking a left hand turn off of Tenth Street onto Highway 99W there are bushes present which interfere with vision of traffic. Brief discussion ensued.

## **Consent Agenda**

C. Crawford pointed out that with regard to the Financial Report Ending June 30, 2017; the Tourism Funds seem to be low for June with only \$1400 being collected. He noted that \$1400 was also noted to be collected in May while \$2400 was collected in March. C. Crawford felt

these tax revenue numbers to be low given the number of vacation rentals in Dundee. C.A. Daykin advised that he will need to check into the details of this though noted it could possibly be due to delinquent payments for those months.

**The motion** was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, June 20, 2017 and Item 6.2 Financial Report Ending June 30, 2017. **The motion** passed unanimously.

## **Old Business**

### **Resolution No. 2017-10, Special City Allotment Grant Application**

City Administrator, Rob Daykin, briefly reviewed information pertaining to the resolution. C. Svicarovich inquired as to whether or not the cross-section includes parking on both sides of the street to which C.A. Daykin confirmed. She shared her opinion that she would prefer to see sidewalks on both sides of the street as opposed to parking on both sides. She noted that a lot of the properties have long driveways and she doesn't believe many park on the street presently. C.A. Daykin pointed out that this format is what is being constructed further uphill with the Alder Hill subdivision, so the plan was to continue with the same improvements downhill, with the exception being that opposite of the Alder Hill subdivision they are not doing a sidewalk; the right-of-way would only be 50 feet and there is a drainage ditch present so this is not being done at this time. Detailed discussion ensued. C.A. Daykin pointed out that at this time the City will only be seeking the grant; City Council will have the opportunity to make additional decisions regarding the project if in fact we receive the grant. **A motion** was made and seconded to adopt Resolution No. 2017-10, a resolution relating to the 2018 special City Allotment Program. **The motion** passed unanimously.

### **Highway 99W Sidewalk/Streetscape Project Update**

C.E. Reid informed that K&E is making some good progress on the project. He advised that he was aware of the equipment and materials placed on the previously discussed property by K&E, and informed that he had planned to discuss this with them to ensure they had checked with the property owner. C.E. Reid confirmed that he will discuss the matter with K&E and also will make sure the property is cleaned up afterwards. C.A. Daykin informed that he also received a call from the property owner and he advised that he put them in communication with K&E. Brief additional discussion ensued. C.E. Reid described the progression of work that has been completed up to this point. He noted that the waterline has been tested and approved, and is up and functioning. He pointed out that the waterline went a little deeper than anticipated up on the Third Street stub, and there have also been a couple of other small delays. Additional discussion ensued. C.E. Reid informed that K&E plan to initiate demolition with regard to Phase 2 on July 24<sup>th</sup>. He noted that right now they are not scheduled to pave Phase 1 until July 30<sup>th</sup>, but this may change depending on how well things go with the concrete pour.

C. Svicarovich inquired about when the light pole foundations will be placed. C.E. Reid advised that K&E was to drill the holes for them today and will use precast units. He also noted that with regard to the Stoller property, there was a partition/fence post that happened to be in the slope easement that had to be removed. He advised they will work with the property owner to replace that as needed. C.E. Reid also informed that the Red Hills Provincial Dining sign was slated to be relocated back, which the contractor really didn't want to do because of issues they've had trying to relocate signs in other projects. He advised that the plan is to place a wall around the existing sign in order to keep it in place which the owners are pleased about. He noted that the owners are trying to sell the property as a restaurant and so wish to keep the sign.

C.E. Reid informed that the public notices have gone out and he has talked to the property owners of the businesses within the next phase. Many of the businesses were very agreeable though he noted that Fox Farm Vineyard wasn't very happy due to the left turn restriction which is really going impact access to their facility. C.E. Reid informed that Dr. Methven had asked the contractor to provide a map of the detour being made for the period of time that Seventh Street will be closed; a map will be provided to all of the businesses affected so they can share them with their clients. C.E. Reid informed that he is trying to work with K&E to try and minimize the time that the closure will be in place. K&E have indicated they are hoping to keep the closure down to 3-4 days though C.E. Reid believes a week may be more realistic. He reviewed that Phase 2 (from Fifth Street to Seventh Street) includes sidewalks, franchise conduits and light pole bases which they believe will take approximately two weeks to complete. Additional discussion ensued.

C. Crawford expressed concerns with regard to the work being done and the possibility of Seventh Street being closed during the International Pinot Noir Festival, which is at the peak of the tourist season. C.E. Reid confirmed that Seventh Street will be open on the weekend of July 29<sup>th</sup>.

C. Svicarovich initiated discussion with regard to pedestrian access during construction, noting concerns that cones were set up for the pedestrian sidewalk during recent work. She questioned whether or not this approach will be sufficient as work moves towards the center of town where there are more people. C. Svicarovich suggested questioning K&E with regard to pedestrian channelization devices they plan to use. C.E. Reid advised that they worked with ODOT and the plan for the rest of the section is to divert pedestrian traffic across the street. He also pointed out that during critical time periods K&E had flaggers in place to assist pedestrians to get through the work zone, which will continue to be done if challenging situations arise. Additional detailed discussion ensued with regard to pedestrian routes throughout the remainder of the project.

C.E. Reid informed that the City has requested cost reimbursement for the City costs on engineering and design through the project up to now. He advised that he spoke with Tony Snyder today who indicated that he has reviewed about half of it and says he hasn't seen any issues yet.

C.E. Reid informed that K&E is working Saturdays. He informed that they aren't seeking additional funds, though would like some additional time, which C.E. Reid indicated that the City will work with them on. Though K&E working on Saturdays may not be best for the businesses, it will enable them to complete the project sooner.

With regard to the truncated dome color on the ADA ramps C.E. Reid noted that the City had previously adopted a standard of red which he was not aware of. He informed that there are red domes at Vineyard Estates, Graystone, and the top of Fifth Street as well. C.E. Reid advised that he placed yellow domes on Tenth Street as he wasn't aware of the standard in place for red. Additionally, C.E. Reid advised that there are even some gray colored domes on First Street at Oliver. The inconsistencies and potential options were discussed. C.E. Reid advised that he has heard that the red colored domes will eventually fade to pink. C. Svicarovich pointed out that it had been her understanding that yellow colored domes were helpful for low visibility ADA users, and it is a color which users identify as a crossing area. She advised that yellow has been used on every ODOT job that she has ever worked on. C. Weaver pointed out that red always fades. C. Nelson reviewed that in a parking area red always signifies a fire lane with yellow being more of a caution color. The consensus of the Council was to move forward with yellow dome color on the ADA ramps. C.E. Reid noted that the contractor and the concrete sub are both recommending yellow as well.

C.E Reid indicated that he attended the design meeting for Phase B (the ODOT phase) about a month ago. He explained that at that time he overheard a discussion with regard to the pavement section that ODOT was to put in only being a six inch section, while he noted them to be requiring him to put in an 11 inch section with Dundee's project. C.E. Reid questioned why that was so and they have since allowed him to reduce the width to a six inch section, and noted the reason for this was that the future paving of the highway wasn't going to be a full reconstruction; the plan was to complete an overlay where the concrete would be left underneath. He explained that they wouldn't have gotten full design strength out of it so the eleven inch section would have been worthless because of the change in conditions between the concrete sections and the non-concrete sections, so they determined that it wasn't going to meet design standards and they were going to accept a reduced design line. C.E. Reid informed that K&E questioned why they were doing a two foot sliver when they could saw cut the first lane and pave the whole first lane and save the state a bunch of money. C.E. Reid discussed this with Tony Snyder at ODOT who said that they were interested, especially their maintenance crew. C.E. Reid had K&E put an estimate together to include paving both lanes as a part of the project (removing the concrete and completing a full reconstruction) at a cost of about an additional \$1 million. He informed that they provided this information to ODOT which potentially saves about \$2 million on the overall project cost. Though the benefit is there, the difficulty is coming up with the additional funds. C.E. Reid noted that in order to obtain the full dollar amount they would have to go to the Transportation Commission which would take 3-4 months; by that time they'd be halfway done with the project and it would be too late to complete the work. C.E. Reid explained that Mr. Snyder came back and said that if the amount is kept under \$500,000 they could potentially make it work, and so K&E said they could do the first half. Additional detailed conversation ensued. C.E. Reid pointed out that if the City authorizes the \$500,000 to complete the first half of the project, that would allow about four months to seek the additional \$500,000 through the Transportation Commission. Mr. Snyder will discuss this with ODOT's regional manager, though he had previously indicated that he would prefer to add the reconstruction of the whole highway during Phase B. C.E. Reid also pointed out that there are new transportation funds that are coming through and ODOT would like an opportunity to kick a project out. Phase B is slated to begin next summer. C. Crawford pointed out that our region received \$200 million for construction projects.

Fred Russell commented from the audience that the present highway lanes on 99W were placed over top of old parking spaces which were never designed to be driven on. He informed that the base has never been redone; only new layers have been added to the top. C.E. Reid explained that this is why the concrete slabs need to be removed and the highway completed correctly as opposed to only doing a partial repair; full reconstruction needs to happen. Additional discussion ensued. C.E. Reid expressed his support of completing the paving now as opposed to doing it next summer and impacting the same businesses again. C. Crawford shared his concern that he is not sure whether or not the money from the transportation bill would be available in time for next year. He recommended seeking clarification with regard to the timing on these funds potentially being available.

C.A. Daykin provided Council with a copy of a quote from K&E (which includes a map on the backside) with regard to options for an asphalt path from Third Street to the Billick Park trail loop. C.A. Daykin reviewed with Council both path options, including costs associated with each. C. Adlong expressed her opinion that Path Option #2 wouldn't get used. She pointed out that the idea for the path originated from the fact that kids are cutting through the low area in the grass to make their way over to the park trail. C. Pugsley also supported that thought. Discussion ensued regarding the details associated with constructing Path Option #1. C. Nelson discussed the path construction and expressed his opinion that the price quoted is not unreasonable. C. Crawford inquired as to why Chehalem Park and Recreation District (CPRD) isn't paying for the

pathway. C.A. Daykin clarified that part of the proposed pathway is in the right-of-way as well. C.A. Daykin also informed that the request was received by the Parks Committee; he added the cost of it to the budget so they could accommodate the improvement. C. Adlong recalled previously discussing the project with Jim McMaster, CPRD, including the possibility of coordinating resources though this wasn't defined. C.A. Daykin advised he could share this information with CPRD to see if they are willing to participate. If CPRD were willing to help with the project that would be helpful, though if CPRD is unwilling to participate in the project the consensus of the Council is to move forward with the project anyway. Discussion ensued regarding the details of the project and whether it might be possible for CPRD to help complete the project. Many details were unknown at this time. C.A. Daykin informed that a decision will need to be made soon regarding the pathway project as it is contingent upon being completed when paving work is to be done in approximately one week. The consensus of the Council was to move forward with the project even if CPRD does not offer any support.

## **New Business**

### **Audit Services Contract – FY 2016-17**

Mayor Russ briefly reviewed that a new audit services contract is needed for FY 2016-17. A **motion** was made and seconded to approve the contract and authorize the Mayor and City Administrator to sign the engagement letter from Grove, Mueller & Swank, P.C. confirming the City's understanding of the terms of the audit services. **The motion** passed unanimously.

### **Water Facilities Roof Replacement Quotes**

Mayor Russ briefly reviewed that the most favorable bid was received from Washington Roofing Company from McMinnville, Oregon. C. Svicarovich inquired as to whether the existing roofs will be demoed or new roofs applied over the existing ones. C.A. Daykin informed that with regard to the Chlorine Building, the existing roof will not be removed but a new one added on top. City Staff felt this would be a good option. A **motion** was made and seconded to authorize the City Administrator to accept the quote from Washington Roofing Company for installation of new roofs for the Clear Well Pump Station and Chlorine Building. **The motion** passed unanimously.

### **City Hall Windows Replacement Quote**

C.A. Daykin provided a brief overview with regard to the window replacement. It was noted that the windows present at City Hall now are aluminum clad and are failing. A **motion** was made and seconded to authorize the City Administrator to accept the quote from EnergyGuard Windows & Doors in the amount of \$5205.97 for replacement of windows at Dundee City Hall. **The motion** passed unanimously.

### **Dundee Women's Hall – Letter of Support for Grant Application**

Mayor Russ informed that he received a call from Joyce Colling a week or so ago. They are applying for a grant to get some money to complete some foundation work on the Dundee Women's Hall building and she had requested the Mayor provide a letter of support. The consensus of the Council was to also support the grant application submitted by the Dundee Women's Club for repair of the Community Center's foundation.

## **Council Concerns and Committee Reports**

With regard to the transportation bill, C. Crawford informed that it said in the newspaper that Dundee will receive an extra \$80,000 a year. C.A. Daykin confirmed that the transportation bill has passed. He noted that beginning in January 2018, the state gas tax will increase from \$0.30 to \$0.34, and then every biennium will increase an additional \$0.02 in January (2020, 2022 and

2024). C.A. Daykin noted that based on preliminary information provided by the League of Oregon Cities (LOC), Dundee's annual increase will be about \$76,000 a year. He advised that if all of that money went into paving maintenance to match what resources the City has going into paving maintenance, it would mean that Dundee could maintain its streets without decline. Additional detailed discussion ensued with regard to street maintenance. C.A. Daykin pointed out that the City may want to use some of those extra resources to do other projects as well. He directed Council to view the analysis prepared by the state on the LOC website if they so desired. The analysis provides a summary of all of the different taxing changes that will be taking place. Additional details pertaining to the transportation bill were discussed.

C. Crawford inquired as to whether or not C.A. Daykin received any complaints this year with regard to the Fueled By Fine Wine event which recently took place in Dundee. C.A. Daykin indicated that the City had not received any complaints to his knowledge.

C. Weaver informed that the new section of the Wynooski Street bridge is now open and things in that area with regard to the bypass are taking shape. He encouraged fellow Council members to travel through the area to view the progress.

## **Mayor's Report**

None.

## **City Administrator's Report**

Regarding a previous discussion regarding CPRD and their increased SDC's, C.A. Daykin reviewed that the initial hearing was on June 22, 2017 and continued until June 28<sup>th</sup>. He noted that there were quite a few people who testified, and C.A. Daykin informed that he commented on the issue as well. He advised that after they closed testimony at the second meeting, they did not open up the hearing again so there was no opportunity for additional testimony. He advised that there wasn't a very long conversation between the different commissioners, but ultimately they came out and supported and adopted the lower of the three types of methods for the SDC calculation. Using what they called the "current level of service" approach, the single family SDC for parks was adopted to be \$6,866. The other two SDC options were also briefly discussed. C.A. Daykin noted that there was interest from the Commissioners for the SDC's to be much higher. The current rate of \$2,017 was noted to have been in place for about twenty years. C.A. Daykin also noted that an analysis of twelve agencies including CPRD was done, and the average was found to be \$6,982 with the median of those twelve being \$6,818. The adopted amount of \$6,866 is below average and falls in between a wide range including Lake Oswego at \$13,110 and McMinnville at \$2,118. The new SDC fees went into effect on July 1, 2017, and in the future they will index it to the Engineering News- Record Seattle construction costs. C. Crawford pointed out that there was a story in the Newberg Graphic about the deliberation that took place with regard to the SDC changes. M. Russ inquired as to whether the SDC's will increase annually which C.A. Daykin confirmed.

C.A. Daykin informed that on July 26, 2017 the City has scheduled interviews with two firms that are competing to provide planning consultant services for the Riverside Master Plan process. He reviewed that the City has a TGM grant. C.A. Daykin pointed out that mainly this will be a contract between the State of Oregon and the City, but he believes there is going to be a final work product that will be brought back to Council for formal approval once the negotiation process is complete. C.A. Daykin informed that this planning process will be developing design standards and what will be required of developers in the future. He recalled that one of the issues in the Riverside area was the possibility of providing for a recycled water program. Additional details of that program were reviewed and it was noted that previously costs relating to the program had not been thoroughly discussed. Additional detailed discussion ensued.

C.A. Daykin advised that he recently met with Lael Alderman and Preston Van Meter with MSA, who completed a very similar study for the City of Newberg in April. Many issues were discussed and C.A. Daykin asked them to put together a scope of service and fee to be brought back for consideration to do a more in-depth study of the recycle water program. He informed that the City really needs guidance as things move forward into the planning process. C.A. Daykin pointed out that the City has not budget for this work; this is not part of the planning process and will have to come out of the City's water and sewer utilities. He requested MSA to provide a scope of work and fee for the recycled water budget analysis. Once a decision has been made with regard to which firm is selected for the planning work, we will develop a statement of work and negotiate a contract that lays out in more detail exactly what they will be doing for the City. The State of Oregon will approve the project and will pay for the planning; the City will be required to pay for the utility portion. M. Russ inquired as to whether or not the land owners would be involved in this part of the process. C.A. Daykin explained that the utility study will be done primarily to guide the Council, but the land owners will be involved directly on the planning work.

C.A. Daykin informed that the City has begun the advertising process for the sludge haul bids. It is a multi-part process where they will have the task of mixing and loading, hauling, land applying and doing field testing. He informed that he expects to have those bids back by July 26, 2017 with a recommendation for award at the next Council meeting on August 1, 2017. The public hearing that will be conducted with DEQ regarding the biosolids plan itself and the mutual agreement in order is scheduled for August 8, 2017. Once the City has moved past the public hearing process, including any further restrictions to land areas, then whatever contract selected by Council will be able to be implemented. Barring any unforeseen circumstances, C.A. Daykin indicated that the City is on track to have this process completed for this season.

### **Public Comment**

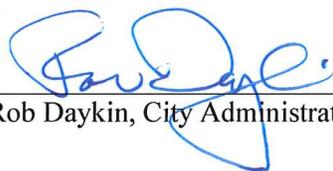
None.

The meeting was adjourned at 8:30 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder