

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
August 1, 2017**

Call to Order2
Council and Staff Attendance2
Public Attendance2
Agenda Changes2
Public Comment.....2
Consent Agenda.....2
Old Business2
 Biosolids Removal & Land Application Proposals2
 Highway 99W Sidewalk/Streetscape Project Update.....4
New Business5
 Resolution No. 2017-11, SDC Exemption Policy5
Council Concerns and Committee Reports.....6
Mayor’s Report.....7
City Administrator’s Report8
Public Comment.....8

City of Dundee
City Council Meeting Minutes
August 1, 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 Svicarovich and Tim Weaver. Staff members: Rob Daykin, City Administrator; Shelby Rihala, City Attorney; Greg Reid, City Engineer; Melissa Lemen, Administrative Assistant, and Michael Lord, Public Works.

Public Attendance

Rick Rogers, Newberg Area Habitat for Humanity, and Dundee resident, Don Webb.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, July 18, 2017. **The motion** passed unanimously.

Old Business

Biosolids Removal & Land Application Proposals

City Administrator Daykin explained that one bid was received from Tribeca Transport, LLC, a copy of which was provided for Council. He noted that the bid far exceeded the City's expectations. He reviewed that in the past the possibility of completing this work with Tribeca was discussed. At that time, when Michael Humm was discussing this possible project with them, they provided the approximate cost of \$77,000 to complete the work. Since that time, C.A. Daykin explained that though there is additional material and there are some other factors as well, this pricing was beyond what was expected. Brooke Harrison, Kennedy Jenks, made contact with Tribeca to try and obtain information with regard to the work and what may have changed. C.A. Daykin pointed out that one of the biggest cost items is the mixing. The significance of this was discussed in detail. Other factors provided in the bid seemed to be normal as far as the application and transport.

Brooke Harrison, Kennedy Jenks, was introduced and available to explain her negotiations with Tribeca to try and reduce these costs. A summary sheet was provided to the Council which reflects the revised bid items and outlines three options for their review. Ms. Harrison pointed out that Tribeca Transport, LLC is very qualified and has a good reputation. They work for many municipalities hauling biosolids with land application. Ms. Harrison reviewed that the original bid was in a lump sum, which was broken down for review. She asked them to review their mixing costs specifically. She reviewed in detail the modifications made as indicated on the Revised Bid Table. Tribeca did reduce their bid by \$40,000, and they indicated that is the limit to

the amount of adjustments that can be made at this time. Ms. Harrison informed that Tribeca is willing to work within the City's budget though this will not allow for all of the biosolids to be removed. If there are efficiencies that can be found, they will benefit the City, including the possibility of a potentially shorter haul time than they have predicted. Options with regard to the pumps were reviewed (as noted in the bid options).

C.A. Daykin discussed Option 1 and pointed out that with this option pump equipment would be purchased though no land application would be completed this year. Additional details with regard to this option were reviewed. Option 2 was discussed and C.A. Daykin pointed out that his main concern with regard to this option would be the challenge of extra demands on our small staff for close monitoring of the pumping. Additional details with regard to Option 2 were discussed. C.A. Daykin advised that the City's recommendation is Option 3. This option provides the City Administrator authority to accept the unit prices that were modified with negotiations and to work with Tribeca to try to remove as much material as possible for the \$85,000 budget available at this time.

C. Nelson inquired about the 50%-55% of the lagoon volume, and whether or not this was referring to the original bid or the revised bid. Ms. Harrison explained that the original estimate provided included removal of all volume, which at that time was thought to be 1.3 million gallons. This volume is now 1.8 million gallons. Mayor Russ inquired as to the length of time it has taken to accumulate this volume. C.A. Daykin reviewed that the present operation began in the fall of 2012 with placement of sludge in the south facultative sludge lagoon (FSL) until fall of 2016; and noted that nothing has been removed to date. Ms. Harrison clarified that the bid amount of \$125,741.40 includes a full removal of the 1.8 gallons. M. Russ inquired as to whether or not we are now at capacity and how much space remains with the 1.8 million gallons present. C.A. Daykin advised that the South FSL is at capacity at this time and presently wasting into the alternate FSL to the north, though he pointed out this needs to be minimized so it can be available for equalization purposes. He explained that if Option 3 were selected, the thought is that half would be removed from the South FSL, then whatever has accumulated in FSL North would be pumped over to the South FSL to sit for 18 months. The plan would then be to do a full removal of FSL South two or three years from now. Additional discussion ensued. M. Russ inquired as to whether or not the funds would be available to complete a full removal of FSL South two years from now. C.A. Daykin pointed out that a lot of what the City is able to save depends on what kind of extraordinary repair issues take place in that time as well as potential personnel issues, including potential recruitment of a new operator.

Detailed discussion ensued with regard to the pumps required to complete the job, and various thoughts and ideas with regard to this. C. Pugsley pointed out that if Option 3 is selected, it will still allow the City to continue to consider Option 1; the City would have gained experience from the first go around and be able to evaluate that moving forward. Ms. Harrison pointed out that as the solids are removed there is less volume, thus less pumps are required as things move forward. C. Nelson voiced his support of Option 3 even with the potential extra funds required to pay for mobilization costs. Ms. Harrison pointed out that the next time around the present highway construction won't be an issue and as a result the mileage pricing may decrease.

C. Crawford inquired about the additional testing required by DEQ. Ms. Harrison explained that there is a requirement that testing be completed six months prior to land applying biosolids. C. Crawford inquired as to what the costs are associated with the testing to which Ms. Harrison advised that she doesn't believe it to be too expensive, possibly around \$1,000. She explained that a sample and a report are sent to a lab.

C. Pugsley pointed out that there has been a real estate bump over the past year, and inquired as to whether the City's SDC income has increased as well. C.A. Daykin informed that there has been an increase in SDC income but it cannot be used for this purpose, though he noted that the reimbursement component could potentially be used for capital improvements.

C.A. Daykin informed that a hearing is scheduled with DEQ one week from now with regard to the two sites that are remaining for biosolids application. There was a third site, but due to pressure from neighbors that owner dropped that site from consideration. C.A. Daykin informed that neighbors are now fighting another of the sites and he pointed out that it is not known if the City will have the land available to move all of the solids this year. Ms. Harrison pointed out that land is becoming difficult to find for biosolids application, especially in this area, due to development, less farm area and more organic farming.

C. Nelson inquired as to how the City of Newberg disposes of their biosolids. C.A. Daykin advised that he is unaware though he did note that McMinnville indicated that Tribeca is great to work with. Additional discussion ensued.

The fact the Dundee lagoons are anaerobic was discussed. M. Russ pointed out that if the City processed the lagoons aerobically there may be a market for that product; he described fertilizer pellets which are sold. He inquired as to what might be involved in converting to this type of system to which Ms. Harrison referred him to speak with Michael Humm to obtain this information. Detailed discussion ensued.

A motion was made and seconded to approve Option 3, using Tribeca's pumps at the revised cost and work within the City's \$85,000 budget. **The motion** passed unanimously.

Highway 99W Sidewalk/Streetscape Project Update

City Engineer Reid provided an updated construction schedule and C.A. Daykin informed that a link will be provided on the City website which will allow people to view the three week schedule. C.E. Reid noted that the objective is to convey where the work is being done and what traffic control will be in place. He reviewed that Phase 1 was paved today and Third Street will be opened tomorrow. Additional details were reviewed. C.E. Reid informed that they will begin Phase 2 of the project on Thursday.

C.E. Reid discussed that the Fire Chief expressed concerns regarding the turning radiuses on Third Street. C.E. Reid explained that the street initially widened from 22 feet to 25 feet wide, though the turning radiuses on the curves are tighter than they were. He pointed out that after discussing this in detail with the Chief; the biggest issue is the turning movement going southbound on the highway when making a right turn. According to fire code, the fire department is not allowed to use the middle turn lane to make that turn with the fire truck. Detailed discussion ensued, and C.E. Reid pointed out that the fire truck won't be capable of making the desired turning motion at any one of the intersections. Even today, the turn lane must be used in order to get onto Seventh Street or Ninth Street because of the existing radiuses and narrow right-of-ways. C.E. Reid explained that the Chief is looking into the matter to see how to best handle the situation, but wanted Council to be aware of this situation. He also shared that the Chief's main concern is with regard to when Dundee needs back-up from Newberg's larger rigs. Additional discussion ensued. C.E. Reid explained that he doesn't have a lot of flexibility to change the design without moving buildings and taking more right-of-way; it is an unfortunate hurdle for the City.

C.E. Reid provided the Council with information pertaining to street signs, including the City street sign standards as well as decorative options. He noted that he was not involved in the most

recent street sign standard update, and he wished to discuss the City's preferences with regard to street signs on the highway as well as the rest of the way through town. The street sign standards were reviewed and many options were discussed. C. Svicarovich pointed out that using upper and lower case letters in the street name is a federal standard due to proven easier readability. The consensus of the Council was to eliminate block identifiers on signs and omit Private Street labeling as so few streets apply. Potential decorative sign ideas were reviewed and discussed. C.E. Reid advised that he has asked K&E to provide a cost estimate if an emblem were added to the street signs. The consensus of the Council was to place the traditional green colored street signs, as opposed to an alternative color. Ideas for emblems and the position of a potential emblem on the street sign were discussed in detail. C. Svicarovich pointed out that in Portland the emblem is a separate piece which mounts on the pole. The consensus of the Council was to keep the emblem positioned clearly above the lettering on the sign. Michael Lord, Public Works, encouraged Council to consider as to what the availability will be for having signs made for future replacement or if an additional new sign is needed. It was noted that if the street signs were in fact two separate pieces, this would make replacement much easier. With regard to the Ninth Street sign, the Wine Growers Association would like to see the addition of a sign mounted on that same pole below that reads "to Worden Hill Road." It was noted that Ninth Street exits the City limits and turns into Worden Hill Road. The consensus of the Council was to include this on the sign. C.E. Reid informed that he will look into costs for various street sign options, including a separate panel that could go above the street sign as well as a modified shaped sign inclusive of the emblem. Emblem ideas were discussed and C.A. Daykin pointed out that a wine glass emblem may be an issue on the ODOT right-of-way. Discussion ensued and C.A. Daykin advised that he will gather information with regard to possible options and bring that back to the next Council meeting.

C.A. Daykin informed that the City is working with the school district in a collaborative effort to place landscaping along the frontage of the Highway 99W. The City has contracted with CPRD to put together a design. The school district will provide the water for the landscaping and C.A. Daykin noted that they are working out a deal for that. C. Adlong inquired as to what type of landscaping is being considered. C.A. Daykin informed that he asked Brian Stewart from CPRD to put landscaping together that is a little showier along the school frontage, but in the area between Fourth Street and Fifth Street; he asked for a little less showy and lower maintenance landscaping.

C.E. Reid informed that the handout pertaining to the detour around Seventh Street closure will be provided to public and business owners in the area so they can share the information with their customers and clients. Details pertaining to the detour route were discussed.

New Business

Resolution No. 2017-11, SDC Exemption Policy

C. Pugsley informed that Rick Rogers, Newberg Area Habitat for Humanity, is present at the meeting tonight to answer any questions Council may have. Details pertaining to the resolution were reviewed. C.A. Daykin informed that the resolution does not specify a limit on the number of units that would qualify. He noted that there was some initial discussion regarding this because Newberg has a restriction in their resolution, but the feeling is that since Dundee has not had any of these projects yet, a limit is not necessary at this point. C.A. Daykin pointed out that the question was raised with regard to multifamily housing, as this resolution is exclusive for single family, and he noted that if a project of that nature comes forward this resolution could be amended to address that need. Brief discussion ensued. Though there has not yet been a Habitat for Humanity project in Dundee, Mr. Rogers advised that there have been 22 projects in Newberg since 1995. C. Crawford inquired as to whether there are any possibilities in Dundee at this time

to which Mr. Rogers indicated there are not at the moment. C. Crawford pointed out that one of the goals of the Urban Renewal Plan is obtainable housing; there could be a potential to have some urban renewal dollars for this in the future. C. Adlong inquired as to how much this resolution benefits the developer in terms of SDC charges that would be waived. C.A. Daykin informed this to be approximately \$13,000 for the City of Dundee. C. Pugsley pointed out that this reduction is extremely helpful as the houses are put together with volunteer labor with many of the materials and supplies being donated as well.

C.A. Daykin explained that he received some information last week from the State of Oregon regarding a legislative initiative. They are looking for two pilot projects, one for a small city and one for a larger community. Dundee would be eligible for the small project. He explained that it would involve a situation where there would be property outside of the urban growth boundary (UGB) that could be developed into affordable housing, and this initiative would provide for an expedited process for the property to be annexed and be zoned in order to move that project forward. C.A. Daykin informed that he had forwarded that information to Mr. Rogers, who in turn forwarded it to CASA of Oregon. C.A. Daykin advised that he had some discussions with representatives from CASA of Oregon to see if there was any interest or any possible sites. He pointed out that it's difficult because a pre-app must be submitted by September 5, 2017, and then they would determine which community they would allow to move forward. C.A. Daykin noted that as part of the requirements ten units must be built within two years which then have to guarantee the affordable limits for fifty years. Mr. Rogers informed that this would not be within their capacity to complete. C.A. Daykin discussed that he is not aware if there is a developer who may have a piece of property that meets all of those requirements that would be willing to try to put something together to bring forward. Additional detailed discussion ensued. It was noted that EFU – Exclusive Farm Use zoned properties are not eligible; it would need to be property adjacent to the current UGB or City limits, and zoned Residential Rural.

A motion was made and seconded to adopt Resolution No. 2017-11, a resolution adopting procedures for the exemption of low and moderate income single-family housing units from the City of Dundee's system development charges. **The motion** passed unanimously.

Rick Rogers distributed information to Council members regarding Habitat for Humanity's upcoming 2017 Elected Officials Build on Saturday, September, 23, 2017.

Council Concerns and Committee Reports

C. Adlong pointed out that CPRD is maintaining the Viewmont Greenway. She noted they were working at Viewmont today watering and she noted that everything looked very good. She voiced her appreciation of the work done, and offered praise to CPRD.

C. Adlong inquired as to whether or not any follow-up had been done with regard to the engineer who came from ODOT with regard to the street lights. C.A. Daykin advised that Wildish is the contractor for the street lights and is still under contract; the work involving the street lights will be on their schedule. The work to be done was briefly reviewed.

C. Adlong inquired about the bridge art on Highway 99W. M. Russ pointed out that the leaves were installed a few weeks ago though the bridge art has not yet been added. C. Crawford pointed out that some of the framing is present. Additional discussion ensued.

C. Crawford inquired about George Fox Serve Day and whether C.A. Daykin had contacted them yet. C.A. Daykin informed that the City of Dundee does have a project scheduled on September 13, 2017.

C. Weaver praised C.A. Daykin with regard to a recently published article in the Newberg Graphic. He noted that the statements published were positive and very well spoken. C. Weaver expressed his belief that a positive approach to the present construction work being done is to be appreciated. C.E. Reid supported keeping a positive attitude also on behalf of the businesses affected by the work being done. He informed that Tony Snyder, ODOT, has been pushing really hard and is putting a budget together to do a full reconstruction of the highway as a part of Phase B next summer. C.E. Reid pointed out that ODOT further allowed the City to reduce the repair along the curb from 2 foot down to 3 inches, as it will likely get torn up next summer. He noted that with the new transportation bill Tony Snyder is hopeful that ODOT will provide the needed authorization to do the full reconstruction.

C. Crawford indicated that he inquired of ODOT at the recent Parkway meeting with regard to the completion date of the bypass project. He advised that ODOT shared that a completion date of December 2017 had been set about five years ago and will still hold true as the project will be completed on time and under budget in December. This was noted to be quite remarkable considering this project is one of the biggest road construction projects in Oregon in about thirty years.

C. Svicarovich inquired about the previously discussed walk/run event along the bypass that C. Crawford had been trying to schedule. C. Crawford noted that he had tried to plan around the original date set of September 30th, but now the date has been moved to the 23rd. Given the difficulty of solidifying the date for the event and the limited planning time, he noted there is not enough time to organize an event. C. Crawford did point out that on September 23rd he believes ODOT will open up the bypass to do a community open house and allow people to ride their bikes or walk the bypass at that time.

Mayor's Report

M. Russ informed that he was approached again by A Family Place to proclaim the week of September 25th through October 1st, 2017 as Diaper Need Awareness Week in the City of Dundee. The consensus of the Council was to support this proclamation as well.

M. Russ advised that he was recently approached by a resident who told him that there is a hearing coming up with the Planning Commission in regard to the cell tower previously discussed by Council. M. Russ noted that this resident lives up on the hill and was not aware of this, and also noted that only properties within 100 feet of the tower were required to be noticed. Discussion ensued. C. Nelson pointed out that the information is available to the public on the City website.

M. Russ discussed the fact that though construction is taking place along Highway 99W, he has concerns about why there continue to be weeds present along the curbs and gutters. C.A. Daykin informed that Alan Mustain, Public Works, was notified twice with regard to the weed issue and was noted to have done what eradication could be completed at this time. C.A. Daykin also pointed out that they anticipate that most of this issue will be removed with the sidewalk project as well. He informed that their main concern lies in caring for the completed sidewalk project. ODOT only sweeps the highway approximately twice a year and Newberg was noted to sweep their portion of the highway on a weekly basis. C.A. Daykin advised that there have been discussions with regard to this issue, and the consensus has been that the City will need to work with CPRD Staff to assist in the process as well. It was noted that this will require more funds because the City won't rely on the abutting property owners to complete that work. M. Russ pointed out that Dundee is the heart of wine country and, even though construction work is taking place in our City, striving to maintain a beautiful downtown area that people want to spend time in is important. Detailed discussion ensued with regard to the various areas of weeds through

town. C. Adlong pointed out that Public Works has a budget and already have work they need to complete; increasing the maintenance staff may need to be considered. C.A. Daykin offered that they could put together a budget to complete the work requested. He will discuss that with Staff, as well as a plan for weed eradication beginning with Highway 99W. Additional discussion ensued with regard to other areas of concern around town. C.A. Daykin pointed out that once construction is complete and looking to next year, this problem is likely to redevelop unless the City devotes a budget to it. C. Weaver supported the idea of there being a budget item such as weed eradication. M. Russ pointed out that there are annual treatments that could be done to eradicate the problem.

City Administrator's Report

C.A. Daykin provided Council with a copy of a notice which will be distributed in the City's water bills. He explained that this is required by the State because the City of Dundee was in violation of not meeting the chlorine residual in the City's distribution system. C.A. Daykin explained that on July 4th there was a water pipe which fed the chlorination system that broke. He noted that because of this disruption, chlorine was not getting into the system. Due to the fact that it happened over a holiday weekend, it was noted to have taken extra time to get the parts and repair the problem, though it was repaired and brought back into conformance. Due to the 1-2 day period when the chlorine residual did not meet State requirements, the State has required the City to provide the notice to the public.

C.A. Daykin advised that CPRD did agree to pay for half of the cost of the pathway connection in Billick Park. C.E. Reid indicated that the work should have been completed today.

C.A. Daykin informed that the Employee & Volunteer Family Picnic has been postponed due to the high temperatures and the fact that the Fire Department is on high alert. The picnic has been rescheduled for September 16, 2017 and more information will be provided at a later date.

Public Comment

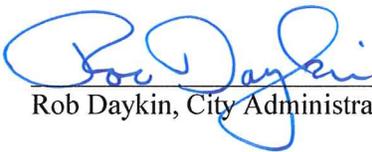
None.

The meeting was adjourned at 8:17 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder