

**CITY COUNCIL MEETING  
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September 5, 2017**

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**City of Dundee**  
**City Council Meeting Minutes**  
**September 5, 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 Kristen Svicarovich, Ted Crawford, and Storr Nelson.  
Absent: Councilors Doug Pugsley, Jeannette Adlong, and Tim Weaver. Staff members: Rob Daykin, City Administrator; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

None.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

**The motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, August 15, 2017. **The motion** passed unanimously.

**Old Business**

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

City Engineer Greg Reid provided Council with a Project Work Scheduled from K&E Construction as well as a packet of information containing the Highway 99W Phase A Improvements Update.

Scheduling: C.E. Reid advised that the project work schedule is being updated on a weekly or biweekly basis as needed on the City website. Most importantly, this information is being provided to inform the public where the traffic impacts will be. C.E. Reid advised that the amount of street closures is being minimized as much as possible. Details regarding the recent work completed as well as what will happen next were discussed. C.E. Reid advised that upon requesting an updated work schedule from K&E Construction, the project is not projected to be completed until mid-January, about a month behind schedule. C.E. Reid pointed out that though K&E should be more efficient moving forward, the weather will impact their progression as well. He advised that K&E has indicated to him that as their other projects come to a close for the season they may shift an additional crew over to the Dundee project to accelerate it. Additional discussion ensued.

Street Sign Alternatives: C.E. Reid reviewed that at the previous Council meeting the idea of potentially using decorative street signs along Highway 99W was discussed. Various street sign options, including pricing, were discussed in detail as outlined in C.E. Reid's packet. C. Svicarovich shared her belief that signs placed along Highway 99W would need to meet the

ODOT standard for sign design. C.E. Reid advised that he will consult ODOT if changing the Highway signs is desired. Additional discussion ensued. C. Nelson inquired as to whether there may be other options available in addition to those through Traffic Safety Supply Company (TSS Co.). C.E. Reid informed that K&E is using TSS Co. for signage, but offered to research other options as well. C. Svicarovich expressed concerns with regard to the use of decorative poles being potentially more difficult to replace when needed. C.E. Reid confirmed that there are six poles as a part of the present project. Detailed discussion regarding street sign placement ensued. C.A. Daykin reviewed that all of the signs will be placed in local street right-of-ways adjacent to Highway 99W with the exception of where the 100 foot right-of-way is located. C.E. Reid informed that the City will maintain the poles. C. Svicarovich pointed out that the light poles are not on the list of preapproved equipment for the State. She reviewed that if they are placed in the City right-of-way the poles would likely be the City's choice, though the maintenance of the poles still poses a concern to her. C.E. Reid explained that if the poles are either on the adopted list or are able to be approved by ODOT, ODOT would likely use the same poles in their section though the City would likely be required to pay for them. The consensus of the Councilors present was to select the decorative poles with the top mount. C.A. Daykin suggested the possibility of resourcing Ashley Lippard to assist with the logo for the signs. Detailed discussion ensued regarding logo design options as well as placement of the logo on the signs.

C.A. Daykin discussed possible options regarding sign color. C. Nelson informed that he prefers the widely used green color which is easily recognizable as a street sign. M. Russ supported this as well. Brief discussion ensued with regard to the sign size and shape, along with the fact that the new State standards require a taller sign face height at 12 inches, though C.E. Reid noted ODOT had approved 9 inches, along with a 6 inch letter height. The consensus of the Councilors present was the printed numeric style writing on the signs, as opposed to the numbered streets written out. C. Svicarovich advised that she believes ODOT's new standard for highways is to insert their logo for the Highway identification (state highway marker) on applicable signs. The consensus of the Councilors present was to request Ashley Lippard to draft up some designs using the leaf and the goblet logos in some different configurations which C.A. Daykin will plan to bring back to the full City Council for review. C. Crawford requested larger photos of potential design ideas for Council to review. The consensus of Councilors present was to review designs without a border. Additional discussion ensued regarding potential design ideas. C. Svicarovich noted the importance of meeting the required standard prior to making decisions with regard to the signs. C.E. Reid assured that he will make sure we have the correct information before making decisions pertaining to the signage.

Bus Stop Locations: C.E. Reid informed that the current design for the Ninth Street bus stop has been determined to be undesirable for a variety of reasons. Discussion ensued regarding the many things that need to be taken into consideration when determining where to place a bus stop. It was noted that Chief Stock had suggested moving the bus stop to Eighth Street, where the City has right-of-way, and which moves it closer to the core of town. Discussion regarding gaining approval from the transit authority and their requirements ensued. C.A. Daykin pointed out having the northbound bus stopping at Ninth Street with the Southbound bus stopping at Eighth Street is not ideal but is acceptable to the transit authority. The provided maps were reviewed, and detailed discussion ensued regarding potential options for bus stop locations along Highway 99W. With regard to the potential Ninth Street bus stop location, C.E. Reid discussed landscaping thoughts and ideas, as well as ADA accessibility. With regard to the Eighth Street location, C.E. Reid pointed out that as improvements are made and a new sidewalk comes into play the City could coordinate so that the bus stop wouldn't have to necessarily be moved. C.A. Daykin pointed out that that the location of these bus stop areas is also a potential opportunity to add additional beautification to the core of the community along Highway 99W. C. Nelson supported adding additional landscaping. Discussion ensued with regard to crosswalks in the area

as well as the importance of providing a safe and easily accessible route to and from the bus stops. C.A. Daykin informed that marked crosswalks will be present at Seventh, Ninth and Eleventh Streets. He also reviewed the locations of additional crosswalks along Highway 99W. Discussion ensued. C. Svicarovich reviewed that the transit authority has been conducting a study with regard to the amount of transit users, and felt this may be useful information to help determine the level of stop amenities that are needed. C.A. Daykin pointed out that presently bus shelters are provided, which stem from a previously obtained grant from the transit authority. It was noted that the grant provided the shelter present at Ninth Street. There was an extra bus shelter in Newberg which was given to the City of Dundee though is presently housed in storage.

C.E. Reid reviewed the nature of discussions he has had with Wine Country Legacy Partners, LLC. A bus stop is proposed in front of their business though they have expressed their desire that it be moved from that location. Though C.E. Reid noted he did not guarantee this possibility, he advised that he could raise the conversation with City Staff and Council. C. Svicarovich pointed out that a bus stop can look many different ways, and even though presently only a shelter is present, a future bus stop could be improved by potentially removing the shelter, adding landscaping or even potentially working with the business owner to make adjustments to the bus stop to help it to better match its surroundings. C. Nelson expressed his support of the Ninth Street bus stop location due to the ease of access to those coming up Tenth Street, as well as the benefit of the crosswalk at Ninth Street. M. Russ and C. Crawford expressed their support as well.

Landscaping & Public Access Opportunities: C.E. Reid inquired as to whether Council would be interested in landscaping opportunities at Eighth Street and Ninth Street, and potentially coordinating this with the bus stops. The consensus of the Council present was to move the existing northbound bus stop shelter to the south side of Ninth Street to meet the standards. C.E. Reid informed that the present bus stop pad will likely need replaced regardless due to the change in sidewalk elevation, so moving the bus stop to the other side will not likely be any cost change for the City. C.A. Daykin reviewed that K&E have been trying to avoid impacts to the sidewalk with the franchise utility vaults, but in order to maximize and beautify the areas behind the sidewalk, he proposed placing some of the vaults in the sidewalk. This would allow additional opportunities for landscaping. C.E. Reid noted that his preference moving forward would be to move the utility vaults back into the sidewalk as well in order to keep areas open for landscaping, hardscape or other opportunities. Additional discussion regarding the vaults ensued.

C.E. Reid reviewed with Council the requested information about pavers with regard the previously discussed Tenth Street location. He explained one idea might be to purchase two pallets of pavers (at a cost of \$300 each) in two different colors and then mix them to add contrast in the triangular areas at Tenth Street. The pavers could be placed in a radiating pattern. C. Crawford suggested that purchasing three different colors of pavers would provide the best contrast effect, though it was noted that this would increase costs. C.E. Reid pointed out that two pallets of pavers may be enough to tackle the desired areas, though three pallets would provide more flexibility. C. Nelson supported purchasing three pallets and alternating those colors within the desired pattern. C.E. Reid reviewed the available stone types with Council. C. Crawford pointed out that more texture on the surface of the pavers would allow for moss to more easily grow. C.E. Reid reviewed additional photos of the pavers on his phone with Council members. The consensus of the Council was to move forward with three colors of the plaza stone alternating in the radiating pattern.

C.A. Daykin reviewed an area of concern on page 711 (map page) below the area circled in red, at the corner on Tenth Street. He noted that he previously discussed with C.E. Reid the potential idea of placing a bench in that area. It was noted that in this area is a raised concrete curb with a

normal walkway area which could be a tripping hazard. The addition of a bench might offer a higher visual cue as well as offer seating. M. Russ inquired as to whether or not the concrete is raised on both sides of the street in this area. Though C.A. Daykin confirmed this to be true he pointed out that with regard to the other side, there is a very large manhole in that area that is constantly being opened up due to the storm water treatment facility maintenance and activity. C. Svicarovich expressed concern regarding the site triangles in this area, especially with regard to traffic needing to have a clear view. C.A. Daykin acknowledged this valid concern and additional discussion ensued regarding the area of concern including the fact that the pavers themselves may provide enough of a contrast. C. Crawford suggested the potential idea of placing some sort of a red train station historical marker in the discussed area in lieu of a bench. Discussion ensued.

Decorative Blocks: C. Crawford pointed out that some of the decorative tiles that have been placed, especially tiles between Second and Fifth Street, look very scuffed up in the new areas. He inquired as to whether or not the construction company will plan to polish and clean them up. C.E. Reid pointed out that the scuffs (tire rubber marks) are from the saw cut machine being used following installation. C. Nelson pointed out that K&E should be making provisions to keep this from happening. C.E. Reid advised that he has mentioned this to the contractor who has indicated that the marks will wash off. Some of the tire track marks were noted to be caused by equipment City Staff utilized while placing irrigation. C.E. Reid advised that he will ask the contractor to wash off the tiles. He also led a lengthy detailed discussion with regard to the additional issue of the grout failure associated with the tiles. C.E. Reid informed that Advantage Precast had agreed to fix the failure issue though noted the company has recently been purchased by Old Castle. He advised that he has contacted Old Castle who has also agreed to fix the issue. The affected tiles were noted to be located in the yard. The processing of repairing the tile grout was described in detail. C. Svicarovich expressed concerns about making sure there are no permanent scratches present on the tiles and supported requesting K&E to clean the tiles to ensure this is the case. C.E. Reid advised that he will discuss this with the contractor.

Existing Landscaping & Other Impacts/Coordination: C.E. Reid discussed the listed items and offered a detailed explanation as to why the shrubs were removed in front of Ponzi as well as City Center and Tina's. C. Crawford inquired as to why a trench has been dug alongside of Tina's. C.E. Reid informed that they are doing their sewer repair work which was explained in detail. He noted that Tina's is under new management which should eliminate their previous issue of not getting the grease trap cleaned out often enough. With regard to Wine Country Legacy Partners, LLC, C.E. Reid informed that he is trying to coordinate what they might need for future water in putting in some bigger T connections to the new 10-inch main which they can tap into. He is proposing to exchange the additional costs of the City putting in the bigger T's (instead of the four separate meter taps) for the cost of the easement the City needs at the Ninth Street intersection. Wine Country Legacy Partners, LLC seemed open to the idea. C.E. Reid also informed that he recommended Wine Country have their sewer laterals checked and repaired before the property is developed, and encouraged them that they may want to have that done prior to the sidewalks being completed.

With regard to the Erath/Wilshire property, C.E. Reid noted that the property has been identified to be contaminated from leaking gas tanks which is the reason the potential buyer did not purchase the property recently. Detailed discussion ensued regarding the City being proactive in resolving the issue. The source of the leak is from another site adjacent to the highway sidewalk. It was noted that the present property owner didn't operate the gas station though the issue is now his liability. The idea of potentially only placing sidewalks for now and waiting on the franchise utilities was discussed. Additional conversation ensued.

Public Access Easements at ADA Sidewalk Ramps: C.E. Reid briefly discussed the outlined items and noted that he is changing the design of the ramps across the street from B & S Market on Ninth Street to match what is already present at Eighth Street.

Planting Plans for around Third Street and along School: C.A. Daykin informed that City crews have installed access for water; CPRD is putting in an irrigation system for those areas. He discussed that Bryan Stewart, CPRD is arranging to have those areas planted. The area in front of the school will be set up as a George Fox Serve Day project. On September 13<sup>th</sup> there will be a crew of volunteers from George Fox University who will install the plants. The other areas will likely be planted by CPRD staff. The cost of the plants from Second Street up to Fifth Street will be approximately \$7,500. C.A. Daykin explained that the goal is to keep the cost of maintenance down while making the area look good. He noted that this is not a budgeted item for the City in the TE project; Tourism Funds will be used to pay for the enhancement for the community.

C.A. Daykin informed that he received notification from ODOT that they will turn over the planting area that's part of the bypass project (from Niederberger Road going down to the fishhook connection) to the City. At this time, because there are so many projects going on, he noted the City may simply mulch the area and place weed suppression with the intent of addressing the area in the spring.

C.E. Reid informed Council that Fire Chief Stock is not satisfied with the Third Street intersection design and the narrow roadway with the tight turning radiuses. C.E. Reid confirmed there is 24 feet between curbs. Many factors went into the configuration of the intersection including satisfying ODOT requirements and meeting ADA design standards, as well as addressing slope issues. C.E. Reid pointed out that the intersection does exceed the fire department standard for private drives which require 20 feet width. C.E. Reid acknowledged the difficulty of making such a tight turn and advised he will review the intersection to see what could be done to remedy the situation. He pointed out that ODOT will return to the Third Street intersection to redo the drainage which will require them to tear out and replace the inlets; this would provide an opportunity to potentially reconfigure the intersection which C.E. Reid would prefer to have completed prior to ODOT's completion of Phase B. Additionally, C.E. Reid offered to participate in the cost of the reconfiguration design. The conditions at the Third Street intersection also raise concerns with regard to additional intersections, including the intersection at Tenth Street. Though Tenth Street is wider, there may be a similar issue in that location as well. C.A. Daykin pointed out that the railroad crossing at Tenth Street would no longer exist if the TSP recommendation for a crossing at Eleventh Street is constructed. C.E. Reid advised that he will check the turning templates at the discussed intersections and complete additional necessary research regarding this. Additional detailed discussion ensued.

### **Bypass Improvement Agreement – Amendment No. 1.**

The details of the Amendment were briefly reviewed. A **motion** was made and seconded to approve Amendment Number 1 to the Cooperative Improvement Agreement with ODOT regarding the Newberg-Dundee Bypass project. **The motion** passed unanimously.

## **New Business**

### **WWTP Disinfection System Maintenance Quote**

C.A. Daykin noted that ETS UV Technology is the sole source provider of the equipment required to perform maintenance of the UV disinfection system. It was noted that their original recommendation of completing annual maintenance was quickly determined to be unnecessary; biannual maintenance was deemed to be more appropriate. C.A. Daykin informed that this will be the second opportunity for ETS to return since operations have started up. This maintenance

was noted to be a budgeted item. **The motion** was made and seconded to accept the quote in the amount of \$8,616 from ETS UV Technology for service of the ultraviolet disinfection system at the Dundee wastewater treatment plant. C. Svicarovich inquired about the price quoted for completion of the maintenance at this time and whether this price matches similarly to previous work done. C.A. Daykin recalled that the City had a special deal with ETS UV Technology the first time the maintenance work was done where they didn't charge the full price for the travel and days of use; however, the price was noted to be set and has already been discounted appropriately. **The motion** passed unanimously.

### **Street Crack Sealing Bids**

C.A. Daykin pointed out that more crack sealing should have been completed since the last program in 2012 though acknowledged that the City's focus has been on other projects taking place. C.A. Daykin pointed out the importance of having the crack sealing done prior to the upcoming winter months. M. Russ inquired as to whether this bid includes the complete list of streets that need to be crack sealed at this time. C.A. Daykin confirmed this to be true though noted that crack seals should be done more often, at least every two years. C. Nelson inquired as to how much crack seal the City of Newberg had applied during recent work done there. This figure is not known though C.E. Reid indicated that he could find out that information. C.A. Daykin advised that City Staff will be monitoring the amount of material being applied. He noted that some streets could potentially be dropped from the list at this time and be done in the next year or two. C.A. Daykin informed that they will start by crack sealing the most critical streets first, especially those that the City will want to slurry seal next year. C. Nelson expressed the importance of monitoring the amount of crack seal being applied. He also warned of the potential complications associated with overlaying crack sealed areas and discussed examples of potential outcomes as seen in Newberg. Chip sealing, seal coating and slurry sealing following crack sealing are all very acceptable practices; if any overlays are planned City Staff should be mindful that not too much crack seal is applied in those areas. Additional detailed discussion ensued. C.A. Daykin informed that there will be a pre-construction meeting with the contractor and that he and C.E. Reid will make their expectations of the work to be done very clear. C. Svicarovich pointed out the importance of having a "not to exceed" limit on the crack sealing as it is her belief that overage charges can be significant. C.A. Daykin expressed his disappointment that there was not more interest from contractors in this project. C. Nelson pointed out that many contractors are very busy at this time in the year. He also noted that not all of the contractors listed on C.A. Daykin's report are set up for street crack sealing; it is a limited market. Additional discussion regarding this ensued. C.A. Daykin pointed out that the contractor that the City has previously used no longer performs this service. Pacific Asphalt was sold and the new owner opted to discontinue crack sealing. **A motion** was made and seconded to award the 2017 Dundee crack sealing bid to CR Contracting. **The motion** passed unanimously.

### **Council Concerns and Committee Reports**

None.

### **Mayor's Report**

None.

### **City Administrator's Report**

C.A. Daykin provided Council with copies of a photo of the old 4 inch steel waterline removed for the new 10-inch line on the highway between 2<sup>nd</sup> Street and 4<sup>th</sup> Street. Public Works Superintendent Alan Mustain noted there was definite perforation of the pipe. C.A. Daykin pointed out that this may explain much of the water loss over the last 5-6 years which C.E. Reid supported as well, noting that the storm drain pipe that runs parallel to the discussed pipe ran year

round with notably clean water in it. C.A. Daykin informed that the repair project is scheduled and will hopefully go out to bid early next year.

C.A. Daykin provided information to Council members about an upcoming event planning meeting with regard to celebration of the bypass. The meeting is scheduled for tomorrow on September 6, 2017 at the CPRD Administrative Offices. C.A. Daykin will plan to attend the meeting and extended the invitation to interested councilors as well. C. Crawford pointed out his belief that they are focusing on the entry point of the event being in the Newberg area; another entry point in Dundee would be beneficial to those here. C.A. Daykin advised that he will inquire as to how the citizens of Dundee can celebrate the bypass as well. C. Svicarovich pointed out that it may also be a good time to acknowledge the local communities who put money forth to make the bypass a reality.

C.A. Daykin provided an update with regard to the sludge removal from the WWTP. He reviewed that the City began with three sites; one owner dropped out right away and the City was then down to two sites at the public hearing. C.A. Daykin reviewed that one property owner near to the second site was present at the public hearing to discuss her concerns. She was not satisfied with the answers provided and in the end the owner of the second site opted to back out of the agreement due to political pressure. C.A. Daykin reviewed that the City is now down to one site. C.A. Daykin described in detail the process taking place presently in order to move forward with the Biosolids Management Plan. He noted that the intent of the City is to inform DEQ that they City will drop the Derrick site for now and move forward with completing the Howorth site in order to begin hauling. C.A. Daykin informed that the City did finalize some contract requirements with Tribeca. He noted that one of the requirements involves installing fencing in certain parts of the site area due to DEQ classifying the site "residential rural" as opposed to strictly farmland due to some homes in the area. There are some areas where the City will be required to add fencing where fencing does not exist; the City will be paying that cost to the contractor. Given the fact that the site being used is further away and given the \$85,000 budget, C.A. Daykin informed that approximately just under 40% of the sludge in storage will be removed at this time. C.A. Daykin informed that the soil samples have been completed for the subject site, the contractor is on board with the fencing, and they will begin mixing on Saturday with the intent of starting hauling next week. Detailed discussion ensued with regard to the terms of the contract with the property owner, as well as thoughts and ideas related to hauling biosolids in the future.

C.A. Daykin informed that the Verizon cell tower application has been withdrawn with regard to the fire station site. He informed that the concern from the applicant viewpoint was that the Planning Commission had continued their recent meeting to deliberate and make a final decision, though the decision would be denial. C.A. Daykin explained that Verizon would like to have the opportunity to refine the application, resubmit and try to improve some outreach as well as potentially add some changes to make it more palatable for those who may object. Additionally, C.A. Daykin pointed out that there is a new consultant who will be working on the project which is the third consultant who will have worked on the project. He informed that a representative from Verizon plans to attend the second meeting in September to discuss the lease itself with the City Council. Discussion ensued regarding additional potential cell tower locations in the area though it was noted that Verizon carefully selected the fire station location as it best meets their coverage needs at this time.

## **Public Comment**

None.

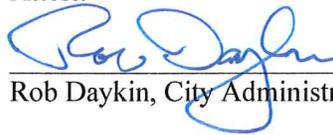
The meeting was adjourned at 9:02 P.M.



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David Russ, Mayor

Attest:



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Rob Daykin, City Administrator/Recorder