CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
October 17, 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, Doug Pugsley, and Jeannette Adlong. Absent: Councilors Tim Weaver and Storr Nelson. Staff members: Rob Daykin, City Administrator; Peter Watts, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance
None.

Agenda Changes
Addition: Item 7.3 Fifth Street Planting Area – Leaning Tree - Discussion

Public Comment
None.

Consent Agenda
The motion was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, October 3, 2017, and Agenda Item 5.2 Financial Report ending August 31, 2017. **The motion** passed unanimously.

Old Business
Resolution No. 2017-12, Dundee Emergency Operations Plan
A motion was made and seconded to adopt Resolution No. 2017-12, a resolution approving the City of Dundee Emergency Operations Plan. **The motion** passed unanimously.

Highway 99W Sidewalk/Streetscape Project – Street Name Signs
C.E. Reid indicated that following working with the Oregon Department of Transportation (ODOT) and reviewing the Federal Highway Administration (FHA) Manual on Uniform Traffic Control Devices (MUTCD) since the previous Council meeting, his conclusions are that the new standards require 6 inch letters on street name signs next to the highway as well as a logo or emblem to be placed to the left of the text on the sign. He informed that while the MUTCD would allow the white border to be removed, ODOT's standards haven't allowed the drop of the border. Detailed discussion ensued regarding the details pertaining to the street name sign design, placement and size of the emblem. C.E. Reid explained the submittal process. The consensus of the Council was to move forward and request approval from ODOT for a borderless sign with the leaf emblem (without a stem) placed to the left of the street name. It was noted that if ODOT does not approve a borderless design, Council would be in favor of moving forward with the border.

C.E. Reid reviewed Council's previous decision to move forward with the black perforated poles along the highway. He also reviewed that potentially trying to use a decorative pole at the stop signs may not be beneficial. C.E Reid pointed out that due to the large size of the signs, he is

unsure whether the top mount brackets will be able to be used; the signs may have to be bolted to the post itself. He advised that he is still looking into whether a single panel top mount sign is an option. Additional detailed discussion ensued with regard to the process involved with gaining ODOT's approval; there are potential challenges ahead. Details regarding the construction of the sign as well as some of the pros and cons with regard to the pole type were discussed. The consensus of the Council was to move forward with the black perforated poles at all locations. Council supported using two individual signs (rather than the single double-sided signs), as well as top mounted sign with the brackets if still an option, or moving forward with the double-sided variety. Additional potential options with regard to mounting the signs were discussed. C.E. Reid reviewed Council's previous decision to keep the "SW" directional portion of the street name although not the block numbers.

New Business

Tourism – Business Direction Sign Policy

M. Russ briefly reviewed the agenda report regarding Yamhill County's Tourism Winery Sign Policy. Detailed discussion ensued. C. Svicarovich pointed out that the addition of these signs in the city could potentially create a lot of clutter. She described locations in the County where way finding signs and/or kiosks have been installed due to the large number of signs requested. M. Russ inquired as to whether Tourism Committee may want to review these options in greater detail and provide a recommendation. C. Crawford informed that Tourism Committee is looking at setting up an information center possibly on the south end of town which could potentially include the directional/mapping information as well.

Detailed discussion ensued with regard to the Antica Terra sign at the northwest corner of Ninth Street and Alder Street. C. Crawford pointed out that although he is not in favor of having similar signs all over town, Antica Terra cannot be seen from Highway 99W. C.A. Daykin reviewed that the blue tourism business signs seen on Highway 99W actually stem from a program through the Tourism Information Council Program through the State of Oregon. He pointed out that they are exempt from local zoning laws and also reviewed that they are located on ODOT jurisdiction or ODOT owned properties. C.A. Daykin informed that this particular program was developed by Yamhill County and even when looking at their policy document, the Antica Terra sign was placed in violation of their policy regarding the prohibition of placing such signs in a city and should have not been placed in its present location to begin with. Since jurisdiction has been turned over to the City from the County for that part of Ninth Street, C.A. Daykin explained that he is seeking confirmation from Council on his intention of removing that sign. Additionally, C. Crawford pointed out that Antica Terra's location is not zoned for a tasting room. C.A. Daykin pointed out that Antica Terra is located in industrial use which under zoning regulations is not supposed to offer such amenities which is another violation of the policy of the County. **A motion** was made and seconded to direct the removal of the Antica Terra sign from the public right of way. **The motion** passed unanimously.

Community Survey

C.A. Daykin reviewed that he has been meeting with the cities of Dayton, Amity and Carlton which each have their own community survey program. He supported utilizing a survey to see what the attitudes of the citizens are on various issues in Dundee, and then measuring that from time to time to see what kinds of changes there are regarding those. C.A. Daykin felt this information would be helpful for Council to have prior to entering into the biennium goal setting session in 2018. He pointed out that the intent is to keep the survey general and repeat more or less the same questions every year or every two years to measure changes in responses. C.A. Daykin also pointed out that using this tool may be valuable in providing clarification to citizens with regard to issues involving what the City does and does not do.

C.A. Daykin reviewed that he would favor an online approach for the survey. He informed that the City could notify the public that the survey is available online which may elicit a better response. The results of the survey could also be more easily tallied using an online format, the results of which could then be brought back to the City Council. C.A. Daykin pointed out that it is sometimes difficult to generate interest for people to participate in a survey, and suggested offering some sort of a random drawing participation award at the end of the survey period. C. Pugsley inquired as to whether or not there is any way to ensure that an individual can only complete the survey once. C.A. Daykin pointed out that this would be difficult but through the online approach it may be possible to limit entries to two from the same IP address. C.A. Daykin informed that he will discuss the use of Survey Monkey with Sean O'Day, Executive Director, Mid-Willamette Valley Council of Governments, who has experience utilizing this tool. M. Russ shared his support of an electronic version of the survey as well as the circulation of a card containing the survey information. C. Svicarovich pointed out the importance of also having some hardcopies of the survey available at City Hall for those who may not have access to the online version or prefer a printed copy. Detailed discussion ensued regarding the specific survey questions, and the consensus of the Council was to relocate the statistical questions to the end of the survey and start with question five. C. Svicarovich pointed out the importance of the comments sections, and felt strongly that is where some of the most valuable information will derive from. C. Adlong discussed her preferences with regard to the order of the questions on the survey and C.A. Daykin informed that he would make those adjustments. C.A. Daykin proposed that the information will be included in the November utility billing, with survey responses collected from early December to the end of December. The compiled information would be provided to City Council prior to going into the goal setting session at the second meeting in January.

Fifth Street Planting Area – Leaning Tree

C.A. Daykin reviewed that in 2009 ODOT widened Fifth Street to accommodate a turning lane at the City's request as part of their upgrade to the traffic signal and intersection on the highway. ODOT removed a row of street trees previously planted as a community project and provided funds to the City for their replacement following construction of the relocated street and sidewalk on the south side of Fifth Street. A committee presented a planting scheme which City Council approved and the present trees were planted. C.A. Daykin explained that what wasn't known at the time, because the City did not have "as builts" from ODOT was that in addition to moving the sidewalk over, the waterline was replaced and shifted over to the south of the new sidewalk also. C.A. Daykin explained that the tree closest to the Post Office property was planted in an area with bedding material for the new water line, resulting in the tree to be less secured than planting entirely in native soil. Likewise, at the other end of the planting area he believes there is another tree that is leaning where a storm line was placed in that location. C.A. Daykin reviewed that upon discussing the issue with public works, they expressed concern that windy conditions will likely bring the leaning tree down and it cannot be saved. He explained that the intent is to have the tree removed at this point. C.A. Daykin also discussed the issue and future maintenance of the planting strip with Bryan Stewart, CPRD gardener. Mr. Stewart expressed his opinion that the area is overplanted; he would like to renovate the area but also see some thinning of the trees. C.A. Daykin suggested Mr. Stewart put together a plan which he could then bring back to Council. M. Russ inquired as to how much right of way goes past the sidewalk in this area. Though C.A. Daykin is unclear on how much is right of way and how much is an easement, he explained that there is an easement that carries the storm drain from the post office down to the corner in that area. C. Along informed that the two leaning trees are ash trees, which are not native, and indicated that she believes there to be two additional ash trees in the planting strip as well. She supported the removal of all of the ash trees and suggested replacement with smaller trees or shrubs, though would like to see the other native trees remain. C. Pugsley suggested the idea of replacing the ash trees with manzanita which C. Adlong expressed support of.

C.A. Daykin informed that the City has received a complaint from Chan's Restaurant with regard to the pine-type trees which were planted near the City sign. He informed that they are growing up to the point where now the perspective is that they are starting to block Chan's sign. C.A. Daykin informed that he will discuss this concern with the Tourism Committee to see if they would be opposed to the trees being trimmed. C. Crawford advised that he is not opposed to the trees being trimmed as they are overgrown.

Council Concerns and Committee Reports

C. Adlong advised that in the area of Niederberger Road, coming down the hill from the bypass in the fishhook area, there are 75-100 dead trees. C. Adlong indicated that the trees were mostly young Douglas firs and maples. No irrigation was found to be in place. She expressed the importance of raising this concern with the contractor in an effort that these trees be replaced. She expressed support of planting oak trees in this area as they are slow growing and would be more inclined to survive in this environment. Additional discussion ensued.

C. Crawford discussed that on Myrtle Street, during a windstorm about a year ago, a couple of trees were knocked down. He noted that someone cut up a tree and it has been sitting in front of their house in the street for at least 10 months. The tree is completely dried out and he pointed out that it is a fire hazard. C.A. Daykin noted the concern and will check into it.

C. Crawford informed that the Tourism Committee has been discussing the potential of setting up a rest area underneath the bypass. He advised that they may try seeking a large grant through Oregon Travel and is hopeful to work with Oregon Transportation Information Council (OTIC), who manage rest areas. C. Crawford advised that there is approximately two acres of land in the area on the south side of Parks Drive underneath the bridge. Additional discussion ensued. C. Crawford described his vision for the rest area in detail and that ODOT could possibly maintain the rest area once it is built. C. Adlong inquired about ODOT maintaining rest areas on state highways. C.A. Watts reviewed that normally if ODOT is managing the rest stop they require sufficient space for truckers to be able to park and sleep. He described in detail a parking issue at a rest area on Mt. Hood, which was eventually turned over to Oregon Travel Experience. Additional detailed discussion ensued.

C. Crawford inquired as to whether or not an invitation had been received by the City regarding a Yamhill County Visioning meeting with the Austin family with regard to nonprofits and other organizations in the county. He noted that the Chamber of Commerce had received an email invitation regarding this. He pointed out his belief that the Austin's are looking for ways to manage their charity support better in the county and are meeting with stakeholders in the area.

Mayor's Report

M. Russ inquired about funding for a bench to be located at Fifth Street once the Streetscape portion of the project is complete. C.A. Daykin explained that he has already mentioned to Bryan Stewart, CPRD, that the City has the funds, and asked him to assist in that project. He pointed out that many projects have been going on and that this hasn't yet begun to be addressed, though now that the intersection has been completed that's not going to be an impediment. M. Russ expressed support that the project is started by the time the Streetscape project is finishing up.

C.A. Daykin reviewed that, following the Mayor's suggestion, he did contact Anvil Academy and noted that he and Greg Reid will be meeting with them to find out what kind of public art project they are interested in and whether or not the City has a suitable site. M. Russ reviewed that Anvil Academy is not a business but is a school for blacksmithing and woodworking in Newberg. He informed that at Chamber Greeters at Anvil Academy they had mentioned that they might be

interested in doing some city art projects. M. Russ reviewed that he immediately thought of potential sites in the City of Dundee where the possibility of placing art had been discussed.

C. Crawford informed that at a recent Rotary meeting they discussed a new program at Newberg High School called The Integrative Design Studio. He indicated that they are looking for projects though he believes their focus will be on affordable housing and small housing units or additional dwelling units. C. Crawford noted that the instructor has completed projects with high school students all over the country, including an impressive looking bus stop area in Colorado. C. Crawford suggested the idea of possibility approaching the instructor with regard to the bus stop in Dundee.

C.A. Daykin informed that he did have a conversation with Cynthia Thomas at Transit Authority with regard to the issues at the bus stops and how those could be improved. He informed that she had some good ideas including simply doing something additional with the glass portion of the unit using associated artwork that could be attached to it. C.A. Daykin pointed out that they didn't discuss actually replacing the bus stop already in place, although that may be another avenue if there is willingness to put more funds into the project. Additional discussion ensued.

M. Russ inquired as to whether or not the Tourism Committee is looking into adding any new holiday banners or decorations in Dundee. C. Crawford advised that with the addition of new street lights, purchasing new banners has been put on hold. He informed that they have been working with Dundee Hills to create Deck the Hills banners to promote the holidays. They would be similar in size to the banners in Newberg. Additional detailed discussion ensued.

C. Adlong inquired as to whether or not the pine trees planted on the corner of Fifth Street and Highway 99W are now big enough to decorate as Christmas trees. Discussion ensued about potential decorating options. C.A. Daykin informed that when solar powered lights have been used in the past the light emitted was so faint that it was barely detectable. He advised that at this time there is no source of power in that location. C. Svicarovich inquired as to whether or not there may be an available location to place a decorated tree somewhere along the front of the fire station. C.A. Daykin informed that he could ask Chief Stock about this possibility.

City Administrator's Report

C.A. Daykin reviewed that the sludge removal process has been halted due to the change in the weather. He advised that there is still approximately $4,300 remaining in the budget. He informed that 868,000 gallons of material was removed, approximately the equivalent of 2.5 to 2.75 years of accumulated material. C.A. Daykin informed that Michael Humm, Kennedy/Jenks Consultants, will plan to attend the next Council meeting to report on those final results and calculations, as well as have a discussion on what to expect as far as options for sludge removal in the future. C.A. Daykin informed that repair of private sewer laterals will also be discussed at the next Council meeting. C.A. Daykin briefly reviewed that the video inspection done last February identified about 40+ mostly residential laterals that are leaking. He noted that information was also included in the City newsletter to explain that this discussion will take place at the November 7, 2017 meeting. C.A. Daykin pointed out that information has not yet been sent out to the specific owners. He reviewed that the policy of the City is that the owners are responsible for those repairs, and decisions need to be made with regard to a fair way of approaching the property owners as well as to further identify what really needs to be done. M. Russ inquired as to whether or not an LID could be an option for the lateral repairs. C.A. Daykin reviewed that the issue is on private property, which C.A. Watts confirmed is therefore the property owner's responsibility. Additional detailed discussion ensued.

C.A. Daykin reviewed that City Attorney, Shelby Rihala, did accept a position with the City of Tigard to be their first in-house City Attorney. He informed that the City of Dundee will still be maintaining a relationship with Jordan Ramis and will be represented by Attorney Peter Watts. C.A. Watts informed that he is working closely with C.A. Rihala to ensure a smooth transition. He informed he will be working with City Staff and will be making note of those costs as the City shouldn't have to pay for him to be brought up to speed. He is hopeful that it will be a smooth transition.

Public Comment

None.

The meeting was adjourned at 8:12 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder