

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
November 5, 2019**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes	2
Public Comment.....	2
Consent Agenda.....	2
Old Business.....	2
Water Treatment Plant Study	2
Red Hills Drive Shared Water Line	2
Highway 99W Improvements Project – City Utilities Conflict	5
Ordinance No. 571-2019, Amendment to DMC 13.20.080A.....	7
New Business	7
Water Test Fees Quote	7
2020 Community Survey	7
Council Concerns and Committee Reports.....	8
Mayor’s Report.....	8
City Administrator’s Report	8
Public Comment.....	9

City of Dundee
City Council Meeting Minutes
November 5, 2019

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, Storr Nelson and Patrick Kelly. Absent: Councilors Tim Weaver and Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Chuck Simpson, Public Works Superintendent; and Melissa Lemen, Administrative Assistant.

Public Attendance

Lael Alderman, P.E. and Jessica Cawley, MurraySmith; Jerry Brown, 1180 SW 9th Street; Anita Cardoso and Leo Jacobs, 1220 SW 9th Street; and Dennis & Tiffany Rider, 959 SW Red Hills Drive.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, October 15, 2019 and Item 5.2 Financial Report Ending September 30, 2019. **The motion** passed unanimously.

Old Business

Water Treatment Plant Study

C.A. Daykin informed Council that Lael Alderman, P.E, MurraySmith, is in attendance at the meeting tonight and available to answer any questions. There was brief discussion and support for the Study was voiced. A **motion** was made and seconded to accept the scope of work and authorize the city administrator to execute an agreement with MurraySmith for a water treatment plant conceptual siting study. **The motion** passed unanimously.

Red Hills Drive Shared Water Line

C.A. Daykin explained that this is a continued discussion of the Red Hills Drive shared water line. Information contained in the agenda report beginning on page 41 was reviewed. M. Russ suggested that a third option to remedy the situation, which had not been previously discussed, could potentially be the installation of a master meter. Discussion ensued and M. Russ explained that his thought for a master meter (to create a community water district) differs from that which the Staff Report does not favor (placement of a master meter so that submeters could then be installed). Discussion ensued.

C.A. Daykin pointed out that there really isn't clear documentation to explain why the City is in the situation it is regarding this water line. He reviewed additional historical details contained in his agenda report. C.A. Daykin explained that though this water line has been present in this way

a long time, what has prompted the City to move forward is that there has been movement to develop the vacant parcel abutting three of the properties. Through this process City Staff have found that the water meters and water line are on private property; the City does not have a right to go on this property, there is no public easement, and even some of the property owners who are sharing that line apparently do not have an easement for how their water line is being served. C.A. Daykin discussed in detail Staff recommendations and the options presented. He explained that in addition to the options to remedy the water line/water meters, the property owners also would have to somehow collectively come up with a new easement that each one has a right for their service line coming back to the public right-of-way. C.A. Daykin discussed that a master meter option is a departure from City regulations, though City Council could still allow it by modifying the regulation to permit it. Additionally, those property owners benefitting from a shared master meter would still then have to form some sort of an entity to assure that each other is sharing, determine responsibility for the maintenance of that line, and figure out a system of how they would share the monthly billing that the City would send to this new organization. C.A. Daykin pointed out that though it is unusual to have that type of arrangement in the City limits, it is something that the City Council does have the authority to arrange if they so choose. Additional lengthy discussion ensued.

The importance of the appropriate easements being put in place was discussed. C. Svicarovich suggested that hiring a surveyor and recording the easements should be the responsibility of the property owners. C.A. Daykin explained that the developer has two lots and would be able to place two houses (one on each lot) on the undeveloped property. He explained that that this property owner already has an easement to the property to the north and adjacent to 959 SW Red Hills Drive and has proposed bringing two service lines from Red Hills Road to serve two future homes. C.A. Daykin explained that depending on the outcome of Council's decision regarding the water line, this other property owner could participate in some manner. Additional detailed discussion ensued.

Dennis and Tiffany Rider, 959 SW Red Hills Drive, approached Council and asked for clarification regarding potential costs. C.A. Daykin reviewed potential cost information for the excavation work involved given the options presented in the agenda report. Dennis Rider asked for additional clarification about their water meter situation which was provided. He pointed out that their water system is working fine the way things are presently. M. Russ explained that though the City is not in a rush to remedy this situation, it does need to be addressed before there is a problem with the water line. C.A. Daykin discussed the importance of a plan being in place for maintaining the water line; at this time the City does not have legal access to the meters or the water line as it is located on private property. Mr. Rider stated that the 2-inch water line has already been broken and repaired by the City at least a couple of times. C.A. Daykin explained that the only easement that the City was able to find, which was recorded in 1984 (approximately ten years after the last water connection), was for a five foot wide easement on the southern boundary of their property for the benefit of a Howard Butler. C.A. Daykin explained that he had assumed Howard Butler lived next to the easement when in fact he actually lived at the next lot over at 1180 SW Ninth Street. C.A. Daykin pointed out this correction on his agenda report beginning on page 41. In the first paragraph, he clarified that in two locations 1220 SW Ninth Street should indeed be 1180 SW Ninth Street (corrections reflected in agenda report).

Tiffany Rider asked for additional clarification regarding why the property owners are being asked to make these changes, especially given that it seems everyone is getting new water meters installed. She pointed out that City Staff wouldn't have to come onto their property if the meters were updated to blue tooth. C.A. Daykin informed that some water meters were upgraded so they are radio read because of accessibility issues, but he pointed out that Public Works would still need access to their meters to check them on a periodic basis even if not on a normal read cycle.

C.A. Daykin discussed that there is an ongoing water loss problem throughout the distribution system which the City cannot seem to get a handle on. He explained that in one leg of the system that City Staff is able to isolate (which is the high pressure zone from the water being received at the Springs area all of the way to the cemetery reservoir), there is a significant amount of loss seen, about 20 or so GPM. C.A. Daykin discussed that some of that loss has been isolated to a pipe that the City plans on abandoning and replacing with another project; there is also leakage elsewhere. He pointed out that the City has no way of knowing the condition of their PVC line, which has been installed for decades, and whether or not it is actually leaking; their meters are located past the point on private property where the City would normally meter something just off the main. Ms. Rider inquired about the City potentially waiting to see if addressing the discussed pipe issue (noted above) would take care of the water loss concern to which C.A. Daykin again reviewed the details of the concerns with regard to the shared water line and again discussed the importance of a public easement for that line. C.E. Reid offered that though the City may have fixed the water line in the past, the City doesn't have any actual right to go there.

C. Crawford inquired about whether there is other known PVC pipe contained within the City system. C.A. Daykin recalled that there are outside rural lines which have PVC pipe but was not aware of any other PVC lines in the City. C. Crawford discussed the importance of the City addressing any leakage issues and pointed out that this shared water line is one of the weakest links in the system.

M. Russ discussed that though the City may be willing to try and help participate, the City doesn't have extra money for this type of expense (which doesn't fall into planned maintenance) for the water system; the budget is not there for it. He explained that City Council has discussed that they are willing to participate on some level, though the details are not yet known. C.A. Daykin provided additional discussion and suggested that given the history, the City should participate in the cost of relocation. And if the property owners were able to work together to come up with a common easement area that's suitable, and hire a private contractor to take out the plumbing permit and bring the lines back to the road, it is his opinion that this would be a fair solution for the City to reimburse the owners for that cost. M. Russ voiced support of the City covering the cost of the meter set-up at that point and then suggested there be discussion about the pipes and the installation of them at another level. PW Superintendent Chuck Simpson offered clarification that only radio transmitters are being added to water meters. C.A. Daykin also provided clarification that the \$1,200 cost estimate is only reflective of relocating the existing four water meters to Red Hills Drive. It was noted that if there were a master water meter which was being monitored, a leak could be detected in this way. If a master meter were installed, C.A. Daykin informed that the City would recommend that they form an association; the City would bill but the association would then need to complete their own internal billing. M. Russ voiced support of setting up a special circumstance if initially leakage is discovered on the line; and potentially providing a set amount of time for needed repair work to be completed prior to billing the excess charges. Additional discussion ensued.

C. Atty Ramis was asked whether the City has the right as a public entity to pay for private work. C. Atty Ramis offered that if the City were making a contribution towards the project this wouldn't likely be a problem; if the City were actually going in to complete work on private property, easements would be required. Additional discussion ensued and C. Atty Ramis explained that a policy and a rationale would need to be developed prior to a contribution being made.

Leo Jacobs and Anita Cardoso, 1220 SW 9th Street, approached Council and reviewed that their home was built in 1947. Cardoso explained that they purchased the property in 2006 and had inquired about the water line at that time. She explained that the PW Superintendent in 2006 had

shown them where their water line was located and indicated that there were no problems; he also briefly described the easement to them. C.A. Daykin indicated that he does not know the history of the original 1947 house though discussed that at that time the City did have rural water customers, of which this house may have been one. Additional detailed historical information was reviewed. Cardoso voiced support of having their present system monitored for a leak to identify the urgency of moving forward with resolving the situation. She discussed that at this time they do not note any runoff or puddling of water along the water line; everything dries out well in the summer months. Discussion ensued about the necessary easements affecting property owners in this area.

M. Russ inquired about the possibility of utilizing a PW flow meter or a regular meter to determine the viability of the PVC line at this time. C.A. Daykin explained that the cost would be approximately \$2,000 plus about two days of work for a two-person crew. C.A. Daykin discussed that his recommendation, if this were to be a long-term solution, would be that the four property owners form an association. M. Russ voiced support of the City assuming the cost for relocating the water meters to Red Hills Road, though felt the cost of the water lines would be a separate issue which would need to be discussed. Detailed conversation ensued regarding potential easement options, and it was suggested that property owner's work together to determine what easement width they are comfortable with.

C. Nelson voiced support of the master meter option and allowing the homeowners to decide how to proceed with their private lines past the meter. M. Russ voiced concern about determining whether there is a leak on this PVC line as it is below standard. Discussion ensued and the consensus of Council was to revisit this issue again in February 2020, which allows the property owners some time to discuss the situation.

Highway 99W Improvements Project – City Utilities Conflict

Lael Alderman, P.E., MurraySmith, introduced himself to Council and discussed that they were asked to evaluate the impacts to the City utilities as a result of the Highway 99W Improvement Project. He reviewed a summary of the 2021 ODOT plans for the full depth reconstruction of Highway 99W between Fifth Street (to the north) and Twelfth Street (to the south). Alderman provided an overhead projection of a map of the project area, including the identified utility crossings on Highway 99W in the project area. He explained, with consideration provided for the Riverside Zone, that it is recommended that there be at least three crossings 8-12 inches in diameter to be able to feed supply back and forth across Highway 99W. Alderman discussed their hydraulic analysis and recommendations, as outlined on page 53 of the agenda packet. He discussed in detail their recommended options for main relocation, as shown on pages 53-54. Alderman answered questions and provided clarification of the map detail as needed.

C.A. Daykin discussed the creation of the new pressure zone for the Riverside area. He explained that the installation of pressure reducing valves (PRVs) will be needed to isolate from the low-pressure zone. C.A. Daykin pointed out that with Option 1, five PRVs will be required at a cost of approximately \$120,000; under Option 2 only three would be needed, a significant savings for future system improvements.

Regarding the hydrant-only crossings, Alderman discussed that, if desired, the City could opt to not encase some or potentially all of them. He explained that the casing allows for ease of removal if they need maintained. Alderman explained that they would recommend that all service crossings be cased due to their limited service life. C.E. Reid discussed that the one service crossing remaining is the Fire Station. He voiced support of potentially pulling it off the 8-inch crossing for the hydrant and trying to eliminate that service line crossing and maintenance concern. C.E. Reid also voiced support of isolating the hydrants as well.

C. Nelson inquired about what will feed the future 10-inch line on the west side of the highway. Alderman explained that this is currently served from the City's lower pressure zone and will continue to be. Additional detailed discussion and explanation was provided. C. Nelson suggested that having a larger diameter pipe (10 or 12 inch) already in the ground in the core of the City (as opposed to an 8-inch line) could be a beneficial stepping stone to potential future development on the east side of the highway. Lengthy discussion ensued. Alderman provided additional detailed explanation about the proposed identified crossing locations.

A motion was made and seconded directing staff to prepare bid documents for the installation of a new 8-inch ductile iron water line located in an easement as depicted in Option 2 from the MurraySmith report and to prepare an agreement with ODOT to include the construction of City water lines crossing the highway and related facilities as part of the 2021 Highway 99W improvements project. C. Svicarovich inquired as to whether it is anticipated that ODOT will have any concerns with the proposed crossings. C.A. Daykin indicated that they do not anticipate any problems, though he explained that ODOT does want the City to provide a design and budget estimate as soon as possible, and provide that to them so the process of forming a reimbursement agreement with them on that utility can begin. **The motion** passed unanimously.

C.A. Daykin apologized that a copy of the quote from Pacific Int-R-Tek was not provided in the agenda packet. He explained that the quote came in at a little over \$6,000 though the quote is based on a per unit basis. C.A. Daykin explained that the depth and location of the laterals will be provided to ODOT. C.A. Daykin indicated that Staff's understanding is that if the lateral is truly below the four feet limit then no relocation or adjustment of the lateral would be required. He explained that ODOT will put a "protect in place" clause in their contract documents. C.A. Daykin explained that Staff does not believe that there are any sewer laterals above the four-foot mark; if the laterals are too shallow, C.A. Daykin indicated that they will have a discussion with ODOT as relocating sewer lines is a complex process. C.E. Reid provided the Pacific Int-R-Tek quote details to Council. **A motion** was made and seconded to accept the quote from Pacific Int-R-Tek in the amount of \$6,800 for video scoping sewer laterals connecting to the sewer main located in the highway. C. Svicarovich stressed the importance of storing the video scope footage in an easily accessible location because after ODOT's construction is complete the City will want to make sure things have remained completely intact. **The motion** passed unanimously.

C.A. Daykin explained that today the City received some budget cost information from PGE for providing conduits to accommodate future undergrounding of PGE lines, both the primary crossings at four street intersections as well as secondary areas to private services. Copies of the budget costs were provided to Council, and a copy added to the meeting agenda packet. C.A. Daykin discussed that the approximate costs that they put together for installing the conduits in vaults that they have listed is approximately \$150,000 - \$160,000. C.A. Daykin reviewed that the City had anticipated that this would be a good time to get this work done as part of the 2021 construction project and to accommodate the City's future goal of trying to see these lines underground by having conduit and vaults already in place. C.A. Daykin explained that if Council feels this is still a goal, then the next step would be to request PGE to take the next step and prepare an electric plan for this work; this plan would then eventually be incorporated in a civil engineer design which the City would provide ODOT for their bid document. C.A. Daykin explained that he is still waiting to hear back from PGE on the exact process that they would like to see on this, and whether there would be any costs associated with their design. Information was provided tonight with no decision to be made; it will be brought back to the next Council meeting. C.A. Daykin provided clarification that PGE would not be installing the conduit; PGE would need to provide the electric plan which the City would then use as the basis of the civil engineering. If PGE agreed with the final product, then the City would provide this information

to ODOT for their bid documents. Arrangements would then need to be made with ODOT through an Agreement where the City would provide them with a deposit to cover the cost for that work. C.A. Daykin discussed that urban renewal identified the undergrounding of utilities at the primary crossings as a project, though it is up to Council to determine whether this is a priority at this time. At this time only the conduit would be placed; the lines would be put underground as a separate project. C. Svicarovich voiced her concern that though this is PGE's present design (and how electrical coding is done today), it could be an obsolete design in the future. C. Crawford noted the importance of completing the project sooner than later. C.A. Daykin reviewed that forced undergrounding is also an option, which would then mean that the project becomes PGE's, though they would recover those costs through a rate surcharge to all rate payers in the City of Dundee. C.A. Daykin also explained that the City could take out a loan against future revenues of the urban renewal to pay to have that work done sooner than later, which could be discussed in detail at a future meeting. Additional discussion ensued.

Ordinance No. 571-2019, Amendment to DMC 13.20.080A

A **motion** was made and seconded to adopt Ordinance No. 571-2019, Amendment to DMC 13.20.080A, an ordinance relating to stormwater management and amending the Dundee Municipal Code. **The motion** passed unanimously.

New Business

Water Test Fees Quote

M. Russ inquired about the frequency of the lab tests to which Simpson briefly reviewed. The price quotes were reviewed by Council. A **motion** was made and seconded to accept the quote from Edge Laboratory for required water sample testing at a cost of \$11,451. **The motion** passed unanimously.

2020 Community Survey

M. Russ suggested that incorporating some new questions could provide some different feedback. C. Nelson pointed out that one advantage of utilizing the same questions is that the data can be more easily compared (trends can be seen) though he acknowledged the benefit in the addition of some different questions as well. Discussion ensued. C. Svicarovich suggested that adding a question to capture the community view of the lengthy ongoing construction (on the Highway) could be useful, or perhaps would be revealed throughout the survey as it stands now. She also expressed interest in receiving C. Adlong's feedback about Parks related questions and, in particular, with regard to Sander Park. Svicarovich shared that for her the most valuable feedback was provided in the comments section; encouraging public comments is important.

C.A. Daykin explained that the COG is going through a change in their process in terms of assisting communities with goal setting. He informed that Sean O'Day is planning to attend the next Council meeting to provide an update on what these new processes would be. C.A. Daykin discussed that the COG will be hiring facilitators and noted that if Council were interested in going through this new type of process, O'Day would explain how that would work. O'Day has also indicated that the same process that has been done in the past could still be an option if Council so desired, but he is very interested in providing the new information as he thinks it's much more valuable for the City partners.

M. Russ supported that the community survey questions do represent a good coverage of all the things the City needs to know. C. Kelly voiced support that the survey is all encompassing and looks good. The consensus of Council was to move forward with the Community Survey unchanged for 2020.

Council Concerns and Committee Reports

C. Crawford discussed that the Tourism Committee has been working with the City of Newberg to do possible joint marketing, and specifically a joint Newberg-Dundee brand. He discussed that concerns were expressed by the new Executive Director about the amount of contributions from Dundee. C. Crawford explained that after being asked by Newberg for a larger contribution, the consensus of the Tourism Committee was that they are not prepared to give all their marketing tourism dollars to that entity. It was decided that the Dundee Tourism Committee will continue to collaborate with Newberg but do not favor a contract route.

C. Svcarovich reviewed that there was a public comment at a previous City Council meeting concerning amendment to the TSP to remove the connector at Seventh Street and Graystone Place. She inquired about that process and requested follow up information as she has received comments from those in her immediate community. C.A. Daykin discussed that the City has not moved forward quickly on that because it doesn't appear there are any eminent changes to the use of the property at this time regardless. Additionally, he explained that the City will be working with a transportation consultant to develop an SDC. C.A. Daykin discussed that there will be discussion on what projects will be covered with the system development charge, and he felt this might also be a good opportunity to readdress the TSP recommended projects. M. Russ voiced that he feels it important to know how the Sander Park lot will be developed before decisions are made regarding that particular street. C.A. Daykin explained that CPRD postponed a contract for design until they the future of Dundee Elementary School is better understood; this may play into how the Jan Sander property is utilized.

C. Kelly praised the Newberg-Dundee Police for doing a good job patrolling the City on Halloween night. He voiced that their presence was seen and appreciated.

Mayor's Report

M. Russ shared that the Parkway Committee continues to work very hard to try and move things forward to complete the bypass project. He offered detailed discussion about the current favorable conditions with various representatives being key leaders in an assortment of committees at both the State and Federal level. Additional conversation ensued. To make the Transportation Commission fully aware of the impact of the bypass completion, the Parkway Committee has been seeking letters of support from the region and all over the State as well. M. Russ explained that a letter has been provided for the meeting tonight which expresses the Council's support. A copy of the letter was provided to Council members as well as one added to the meeting agenda packet. M. Russ indicated that a letter of support was requested from the Dundee Fire Department as well. The letter was circulated and signed by each Council member present tonight.

C. Svcarovich discussed that it feels as if there have been a significantly higher number of crashes in the stretch of highway south of Dundee since the bypass has opened. M. Russ voiced that the bottle neck area of traffic has now moved to this location as a result of the completed segment of the bypass. C. Svcarovich supported monitoring the crash rates and potentially use that data to assist in supporting the completion of the bypass cause. C. Crawford noted that the Dundee Tourism Committee is providing a letter of support from an economic standpoint, as well as the Dundee Wine Growers Assoc. and some local wineries.

City Administrator's Report

In follow up to C. Crawford's previous comments, C.A. Daykin explained that DNA Studios is the firm contracted with for assistance on social media and website management for local tourism. He noted that this is the same firm that they Tourism Committee has worked with previously obtained special grant to do a video production which is going to be pushed out later

this year. C.A. Daykin explained that if the City were going to be maintaining its own marketing dollars, there are different levels of what services could be provided. He discussed that it's at the point where the City would have to go through a competitive RFP-type process. C.A. Daykin explained that he will be working with the Tourism Committee to solicit proposals and asked if Council is supportive of him moving forward with completion of this body of work and a recommendation being brought back to City Council. He voiced support of the high-quality good work done by DNA Studios and indicated that they have a good grasp on social media and the other types of video that work better with the millennials traveling from Portland, etc. C. Crawford explained that their marketing budget is approximately \$30,000 a year, which would be the approximate cost to increase the services to what is needed moving forward.

C.A. Daykin discussed that he received the property tax levy information recently. He explained that it was substantially higher than he expected; in looking at the details, there was a back payment of approximately \$33,000 itself on the City's share of the taxes received from under reported personal property values which has caught up now. He explained that the City of Dundee itself will receive an approximate \$27,000 increase this year than what was estimated, and for Urban Renewal the amount is approximately \$16,000 more than was estimated.

C.A. Daykin discussed that two trees in the City will be removed. One tree is located on First Street, a leaning fir tree that is starting to uplift the sidewalk; the adjacent property owner is concerned that it will fall. Secondly, there is a dead tree on the Ninth Street walkway path next to bicycle path which will also be removed. At this time, it is not known whether those trees will be replaced; the City will be finding out what utilities are in the immediate areas.

C. Crawford expressed concern that the ditch on Ninth Street (where there the bike trail was eroded, and some work was completed) close to Red Hills Drive still hasn't been cleared of the vines and rocks which were pushed up onto the trail. The debris present narrows the trail and presents a safety issue for those walking on the curve in this area. C.A. Daykin discussed that PW crews did expend some significant effort just doing what has been done up to this point regarding post-storm clean-up. Though there is a limited budget, C.A. Daykin indicated that PW crews could go back again. The area of concern was noted to be approximately a 50-foot section in length. Simpson pointed out that there was also some sluff-off of the asphalt next to the gravel into the ditch as well.

Public Comment

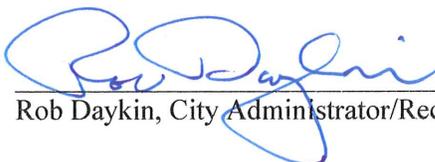
None.

The meeting was adjourned at 8:43 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder