

**CITY COUNCIL MEETING
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November 21, 2017**

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City of Dundee
City Council Meeting Minutes
November 21, 2017

Call to Order

Mayor David Russ called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Councilors Jeannette Adlong, Ted Crawford Doug Pugsley and Tim Weaver. Absent: Councilors Storr Nelson and Kristen Svicarovich. Staff members: Rob Daykin, City Administrator; Peter Watts, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

Christian, Mart, and Nick Storm; Doug Rux, Newberg Community Development Director; Sean O'Day, Executive Director, Mid-Willamette Valley Council of Governments (COG); and Saj Jivangi.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, November 7, 2017, and Agenda Item 5.2 Financial Report ending October 31, 2017. **The motion** passed unanimously.

Old Business

City Administrator Annual Review Process

C.A. Daykin advised that Sean O'Day, Executive Director, Mid-Willamette Valley COG, met with the City Administrator Evaluation Subcommittee which consisted of Councilors Adlong, Weaver and Nelson. It was noted that the Subcommittee reviewed a number of different criteria that would be appropriate for a 360 evaluation as well as indicated their preference for using the McMinnville style City Manager evaluation form. C.A. Daykin advised that Mr. O'Day is in attendance at the meeting tonight to present the summary information of what was recommended by the Subcommittee.

Sean O'Day introduced himself and indicated that he is present to provide Staff support for the City Administrator Evaluation Subcommittee. He briefly reviewed his memorandum and referenced the additional information provided within the agenda packet. He advised that the Subcommittee has recommended a three-part evaluation process and indicated that he is present to answer any questions that Council may have.

C. Pugsley voiced his support of the Subcommittee recommendations and praised their good work. **A motion** was made and seconded to approve the revised City Administrator Annual Review Process. **The motion** passed unanimously.

Mr. O'Day advised that the next step in this process is to place the evaluation questions into an online questionnaire using one of the online survey formats (likely Survey Monkey). He indicated that City Council could expect to receive their online questionnaires near the beginning of the New Year, along with the City Administrator's self-evaluation. Mr. O'Day confirmed that the COG will collect all of the data from Council as well as from those participating in the 360 evaluation. Once the information has been processed, it will then be provided in a report form for Council's review with the City Administrator sometime near the end of February 2018.

Highway 99W Sidewalk/Streetscape Project Update

C.E. Reid indicated that one of the biggest challenges presently is with regard to the Eleventh Street intersection. He informed that he redid the westerly side per City Council's direction to modify the corners. He pointed out that he was able to provide a 26 foot radius on the north side to avoid some water valves with the curb, though noted he wasn't able to fit the 25 foot radius on the church side due to the building's placement against the right-of-way line; he was able to create an 18 foot radius in this area. C.E. Reid reviewed that he is presently working on grades with ODOT; the church building steps presently extend into the right-of-way. He discussed the difficulty of this process and the fact that the landing of the monolithic steps may have to be cut off and pouring concrete up to the first step (and raising the grade at the steps by one step to match the new higher curb grade). Detailed discussion ensued.

M. Russ inquired as to where construction on Highway 99W will stop. C.E. Reid reviewed that construction will end at Twelfth Street on both sides, just before the driveway at Purple Hands Winery. He pointed out that ODOT's phase will take care of the driveway as they will be doing the inlets and starting a new drainage swale from there. He reviewed that once construction is complete to Twelfth Street, construction will then ensue on the other side of Highway 99W back to Argyle Winery. M. Russ praised K&E's good efforts with regard to traffic management during construction. C. Weaver advised that he has received several compliments with regard to the sidewalk at Seventh Street and Ninth Street as well; vision is much improved at the stop signs.

C.E. Reid reviewed that he did receive the easement from Hal Medici with regard to the Eleventh Street corner. He noted that he is presently working on getting the easement from the church. C.E. Reid also indicated that he received the easement at 12th and Maple for the 36 inch pipe down the back of their property. K&E was advised they can move forward with that project.

Discussion ensued with regard to the configuration at the Eleventh Street intersection. C.E. Reid reviewed the three major pipe projects still left to be completed. Additional details were reviewed.

New Business

Eleventh Street Collector/Railroad Crossing

C.E. Reid reviewed that 12th and Maple Wine Company has applied to do a building expansion at the intersection of Maple and Eleventh Street (expanding the building between Eleventh and Twelfth Streets on Maple). He explained that as a part of that approval, the developer was required to improve both Maple and Eleventh Streets along the frontage of the property. C.E. Reid pointed out that their original plan was to defer Eleventh Street but due to fire access issues they are now proposing to build that piece of Eleventh Street. Discussion ensued with regard to the background of the Transportation System Plan (TSP) and some of the issues associated with the potential Eleventh Street extension. M. Russ pointed out that in contrast to Tenth Street, Eleventh Street is wider already and naturally connects to the Fulquartz Landing Bridge. C. Crawford recalled previous discussion with regard to this and referred to the TSP. C.A. Daykin pointed out that there are some conflicts within the TSP and discussion ensued. It was noted that the TSP will need to be modified to either remove the sidewalks crossing Tenth Street, or remove

the Eleventh Street crossing. Additional considerations were reviewed and discussed. M. Russ expressed his support of the 36 foot wide road with the bike lanes on it. C.E. Reid pointed out that a second option would be to have a shared use path. C. Adlong suggested that a shared use path is difficult from the perspective of a cyclist and doesn't favor this option. C. Pugsley supported moving forward with the Plan and resolving any conflicts within the TSP as they arise. He voiced support of moving forward with the parkway collection with bike lanes on both sides (Figure 10 on page 42 of the agenda packet). C.E. Reid reviewed that this is also the present configuration at Highway 99W at Eleventh Street except that the 25 foot radiuses are not in place at this time. He advised that he can reconfigure the easterly side to 25 foot radiuses though he would need more of an easement from the property owners. M. Russ inquired as to whether or not 12th and Maple Wine Company planned to build the section of Eleventh Street up to the tracks only. C.E. Reid confirmed this and noted that they are not responsible for the crossing.

Mart Storm, 22965 Sunnycrest Road, approached the Council. He shared his concerns with regard to a collector potentially being placed in the area of the swale. Mr. Storm shared his concerns with Council in detail. He pointed out that if the collector street followed the alignment in the TSP, there would be so little property left on the east side of his piece of property (as well as on other nearby properties) that would not allow for future development. Mr. Storm suggested that if Eleventh Street were to be maintained, turning it onto Maple Street and then potentially onto Twelfth Street and down Locust Street would allow for the swale to be maintained. He also shared his opinion that alignment from Eleventh Street to Parks could then be achieved without creating havoc for property owners on Cedar and Parks Drive. He offered additional detailed discussion regarding his suggestions.

C. Pugsley agreed with the importance of the alignment issues regarding Eleventh Street once it reaches the swale area, but pointed out that decisions regarding this would be based upon development and additional detailed discussion. He pointed out that the real advantage of keeping Eleventh Street that was previously reviewed is that it connects the two parts of the City well. Additional discussion ensued. C. Adlong shared her opinion that she would like to see the swale retained. C. Pugsley inquired as to whether or not the addition of the Eleventh Street section is included in the urban renewal budget to which C.A. Daykin confirmed and noted that it is identified in the Plan as a project.

C.E. Reid informed that since the preparation of the agenda report, C.A. Daykin spoke with C. Nelson who he noted made a good point about Parks and the challenge of having that a collector; he noted that this may be something the City may want to look at with the coordination of the TSP. He pointed out that the Eleventh Street connection works much better from a connection and a southerly turn on the Highway 99W. In contrast, he pointed out that making a left turn off of Parks is difficult now with that collector connection at the highway; there is no center merge lane present. Additional discussion ensued. The consensus of Council was to keep Eleventh Street a collector street and move forward with Figure 10 (page 42 of the agenda packet) and extend that configuration across the tracks to Maple Street for this project. C.A. Daykin reviewed that 12th and Maple Wine Company will also be given the go ahead to move forward with construction of Eleventh Street.

Planning Commission Appointment Process

C.A. Daykin reviewed that in the past City Council had a set series of questions they would ask applicants for Planning Commission to complete prior to the interview process. He suggested that providing applicants with these questions prior to the interviewing process would help streamline the process. The consensus of Council was to include the interview questions within the application packet. C.A. Daykin reviewed that applicants will still be invited to attend the first City Council meeting in 2018, and noted that the interview process will be one of the first

items on the agenda. C.A. Daykin reviewed that three Commissioners have terms expiring at the end of 2017.

Council Concerns and Committee Reports

C. Crawford informed that the ditch on the upper part of Ninth Street (west of Viewcrest) needs better erosion control or it will start undermining the road base. C. Adlong agreed and noted it is also in bad condition close to Red Hills Road. C. Crawford pointed out that this is the third time he has voiced this particular concern. C.A. Daykin reviewed that maintenance has been done in these areas though the problem recurs. He advised that he will seek advice from the City Engineer with regard to how to proceed with this issue. C.A. Daykin suggested that the ultimate solution would likely be to close the ditch, pipe it, place an embankment against the retaining wall and install sidewalk, though he pointed out this is a long time off from being done.

C. Crawford inquired about his previously noted concern pertaining to the cut trees in the street on Myrtle. C.A. Daykin informed that the property owner has taken care of the issue.

Mayor's Report

M. Russ informed that he met with an executive from Wave Broadband. He informed that they are hosting a "Stories Told By Veterans" event on December 9th at Evergreen Museum and announced that Council was invited to attend. M. Russ reviewed that it is a private event by invitation only.

City Administrator's Report

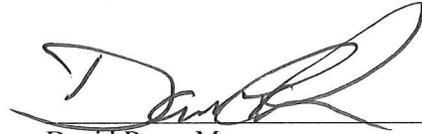
C.A. Daykin reviewed that there was a discussion with regard to the previously discussed WWTP pump costs. The repair work had been estimated to be approximately \$7,000 while the purchase price for a new one was found to be \$14,000-\$15,000. C.A. Daykin confirmed that the City has moved forward with repair of the pump at this time.

C.A. Daykin advised that the second Council meeting in December (December 19th this year) typically is not held. He advised that if there is a need for a meeting on December 19th he will advise Council at least a week in advance. The consensus of Council was not to meet on this date unless there is urgent business.

Public Comment

None.

The meeting was adjourned at 8:41 p.m.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder