

**CITY COUNCIL MEETING
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February 15, 2022**

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**City of Dundee
City Council Meeting Minutes
February 15, 2022**

Call to Order

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

Council and Staff Attendance

Mayor David Russ; Councilors David Ford, Patrick Kelly, Ted Crawford and Tim Weaver (7:05 PM–7:15 PM). Attendance Via Zoom: Councilors Storr Nelson and Jeannette Adlong.

Staff Attendance: Rob Daykin, City Administrator; Matthew Kahl, City Attorney; Brandon Hamilton, Fire Chief; and Melissa Lemen, Administrative Assistant. Staff Attendance Via Zoom: Greg Reid, City Engineer; and Steve Dahl, incoming City Administrator.

Public Attendance

Michael Humm, P.E., Mike Sherwood, 876 SW Alder Street; Stephen Christian, Alder Terrace Mobile Home Park; and Mary Lewis, Alder Terrace Mobile Home Park.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, January 18, 2022. **The motion** passed unanimously.

Old Business

Water Bill Appeal

Council discussed the updated information provided and consideration was given to reversing the late fees (notice fee/reconnect fee) and waiving the extra sewer volume fees. A **motion** was made and seconded to approve a reduction in the amount of \$196.56 for the sewer base value and the notice fee charges on the utility bill for 1238 SW Fir Court. **The motion** passed unanimously.

WWTP MBR Expansion Project Bids

Michael Humm, P.E., Kennedy Jenks, reviewed information contained in his letter dated February 10, 2022 beginning on page 11 of the meeting agenda packet. It was noted that the low bid was received from R.L. Reimers Company at \$76,875.00. Humm reviewed that this is a project to install membrane cassettes within the third of four basins at the WWTP. It was noted that the city has direct purchased the equipment from the MBR supplier; the contract is for the labor and the install essentially. Humm explained that he has worked on several prior projects with R.L. Reimers Company and feels very comfortable working with them; they were also present at the WWTP for one of the manual cleans and have experience removing cassettes at the plant working with Superintendent Simpson and staff there. A **motion** was made and seconded to accept the bid from R.L. Reimers Company in the amount of \$76,875.00 for the Wastewater Treatment Plant MBR Basin 1B Expansion Project. **The motion** passed unanimously.

Engineering Services Proposal – CIPP Sewer Repair

Michael Humm, P.E., Kennedy Jenks, explained that this is a project that is coming together based on the grant funding which was received from Yamhill County. He provided a more detailed description of the work to be completed and explained that the CIPP secured in place pipe that they are targeting is in the lower basin (the south and east area of Highway 99 – the older 1969 sewer lines). Humm discussed that they have solicited some quotes for the actual Closed Circuit Television (CCTV) work and explained that the scope of work includes reviewing the CCTV videos, identifying the repair locations, designing the thickness of the liner, putting together the plans and specs, as well as bid support and construction support. Humm described their proposal and reviewed the scope of services in detail; Council questions were addressed. It was noted that the proposal is an estimate only. C.A. Daykin discussed that in an effort to keep this process moving along, part of the recommendation includes providing the city administrator authority to award contracts that would exceed \$5,000. Discussion ensued. C.A. Daykin reviewed information provided in his memo on page 13. Humm discussed that this afternoon he reached out to Pacific Intertech (who has completed CCTV services in the City previously) and received a quote back in the amount of \$0.90 per foot between 6-12 inch diameter pipe and \$0.95 per foot for 15 inch (Parks Drive). Humm explained that of the areas in the lower basin area which are targeted, the estimate was just at \$15,000 for the CCTV work which would be reviewed as part of this design project. Humm discussed that the Highway would not be included in this quote; Chuck Simpson, Superintendent, is pursuing a cost estimate for this work. Discussion ensued. It was noted that the County grant covers half of the cost of this project; the other half is allocated for in the budget. **A motion** was made and seconded to accept the engineering services proposal from Kennedy Jenks and authorize the city administrator to award contracts for CCTV services in an amount not to exceed \$24,000. **The motion** passed unanimously.

Alder Street Improvement Project

C.A. Daykin provided Council with an additional map which shows how the future Ninth Street improvements would marry up with the Alder Street improvements at the intersection should the option of not placing a traffic circle is selected. C.E. Reid discussed that the first option is connecting new sidewalks to the existing roadway using a modified collector width of 36 feet and having curb tight sidewalks instead of the plantar strips. The details of this option were reviewed. C.E. Reid discussed the second option of placing a traffic circle. He explained that this large radius traffic circle would be rated for a WB50 full size semitruck; there are heavy impacts to the properties on the northeastern and southwestern corners to allow this size. C.E. Reid noted that the radiuses shown on the two opposite corners would probably have to be a little larger than shown in the drawing to allow the trucks to pass through those corners. C.E. Reid discussed that he put together a third option today because staff had concerns about the impacts of the traffic circle and the potential right-of-way takes; discussion ensued. He explained that there was an issue with the survey on the southerly side of Alder Street; at this time he also doesn't have a complete survey for the Ninth Street area. Discussion ensued. C.E. Reid discussed that this option also has a lot less impacts on the northeast and southwest corners but a little more impact on the other two corners. He explained that this option would provide a little better pedestrian flow across with the two islands created. Discussion ensued regarding potential adjustments which could be made to the pedestrian crossing areas if so desired. C.E. Reid explained that he didn't have an opportunity to try utilizing islands as Mr. Sherwood suggested; this option is not part of the city standards and he would need to be directed by Council to look into that option and the impacts to the configuration. It was noted that there would be a lot of impacts to the existing landscaping; a lot of shrubs would be lost on both sides of Alder.

C.E. Reid addressed Council questions. He clarified that with the option on page 25, there would be two travel lanes and parking on both sides of Alder Street. C.A. Daykin pointed out that this is

the specification that the City gave to the State for the grant. He also explained that there will be an additional SCA project coming up through the new city administrator, Steve Dahl, will be assisting with that process. C.A. Daykin explained that the SCA program criteria and point system has changed to allow sidewalk projects. He suggested that Council may want to consider a future project to fill the gap between the existing sidewalks uphill from the residential neighborhoods down to the commercial areas. Discussion ensued.

Mike Sherwood, 876 SW Alder Street, introduced himself to Council. He indicated that he is present to advocate for a bulb out for both sides of Alder Street for Phase 1 of the redevelopment. He also suggested the addition of a crosswalk as the sidewalk ends not far from the pathway on the west side. He referenced an email sent previously to Council members, a copy of which was added to the meeting agenda materials. Sherwood explained that he had an engineering company capture the lot lines and the right-of-way (ROW) for all Phase 1, Phase 2 & Phase 3, both with and without sidewalks. He also noted that he shared these drawings with the City Administrator and City Engineer last November. Sherwood discussed that the bulb outs are a traffic calming remedy. He pointed out that the removal of the tall shrubs at the bottom of Alder Street will eliminate this present traffic calming measure. Concern was expressed about speeding whether going up or down Alder Street; a bulb out would assist with this ongoing issue. Sherwood discussed that the bulb outs would also allow vehicles to safely exit the garage on his property. He asked the group to consider the placement of bulb outs for both traffic calming and to preserve the access to his garages.

C.E. Reid discussed in detail the impacts of the placement of bulb outs as shown in the design provided by Sherwood. He explained that this placement would essentially take away the parking space between the two garages to establish the calming effect. Discussion ensued. C.E. Reid felt that a temporary crosswalk in this location may be helpful for the time being; a crosswalk to represent where Eighth Street would be makes more sense. C. Nelson suggested that the addition of an elevated crosswalk in the location of the bulb out would also act as a speed bump.

C. Adlong inquired about landscaping for the 36' curb tight sidewalk configuration and expressed concern about so much vegetation being removed from both sides of the street. C.E. Reid discussed that he would seek Council direction though noted that the typical standard would be to place street trees. Discussion ensued. C.A. Daykin suggested that landscaping be done as a post-construction improvement to provide an opportunity to work with the abutting property owners to ensure that whatever is installed is compatible with what they would want to see also. He stressed the importance of getting the bid package out as soon as possible; it might make more sense to spend the time on specific landscape trees following construction. C.E. Reid pointed out that during construction he would want to add the irrigation conduits if enhanced landscaping beds were desired.

Council discussed the roundabout option as well as the proposed bulb out idea. C.A. Daykin discussed that if a roundabout is desired by Council, the city wouldn't be able to use urban renewal for that effort. Council felt that a roundabout in this area would help slow traffic while allowing continuous traffic flow. C.E. Reid discussed that the outside diameter of the roundabout would be 125 feet, which meets ODOT's standards for a full-size truck and would be considered to be a midrange roundabout. C. Ford suggested Council visit the potential roundabout site as a group once the survey data is received. Discussion ensued. Chief Hamilton affirmed his belief that a roundabout of this nature and bulb outs would not likely pose a problem for the fire department. C. Adlong voiced support of prepping landscape areas with irrigation for a more enhanced landscaping in the future. She inquired about the inside size of the roundabout circle and pointed out that a lot of vegetation would be lost on the northeast side of the property; consideration should be given to replace this at some level though it was also noted that a clear

line of sight is also desirable. C.A. Daykin explained that the city would be responsible for maintaining any landscape in a roundabout area. Discussion ensued. The consensus of Council was to add bulb outs (one on each side) to the design as well as pursue obtaining more detailed information regarding a roundabout at the Alder and Ninth Street intersection.

Ninth Street Improvement Project

C.A. Daykin reviewed information contained in his agenda report beginning on page 29 of the packet. C.E. Reid noted that the survey costs may come in just under \$10,000. He explained that his engineers report may change somewhat once he receives the survey results as well; discussion ensued. C.A. Daykin discussed the importance of moving the process along so that the city can complete the loan application process; discussion ensued. **A motion** was made and seconded to direct the City Engineer to prepare the Engineers Report for the Ninth Street Improvements Project for the requirements of DMC 3.16.020. **The motion** passed unanimously. **A motion** was made and seconded to authorize the City Administrator to complete a contract to survey the Ninth Street corridor as appropriate for an expenditure up to \$10,000. **The motion** passed unanimously.

Council Goal Setting

M. Russ referenced an email which was provided to Council from John Morgan regarding the goal setting process, a copy of which was added to the meeting agenda materials. It was noted that Steve Dahl will begin as City Administrator for the City of Dundee on March 1, 2022. Dahl felt the goal setting session is an important process; it will be beneficial for him to understand Council's goals in relation to setting up the budget for next year. Following brief discussion, the consensus of Council was to move forward with scheduling Goal Setting sessions with Mr. Morgan on March 16 and 17, 2022 from 6:00-9:00 P.M.

New Business

Alder Terrace Water Leak

C.A. Daykin reviewed his agenda report on page 35 of the packet. Detailed discussion ensued and C.A. Daykin discussed that if public works had been contacted regarding the issue, it is not known whether excavation would have actually been required to complete the repair. C.A. Daykin explained that the City owns a machine that is a hydroexcavator which could have been used if indicated. Council requested additional information about the decision made by the insurance company though C.A. Daykin explained that he has no additional information at this time as he did not hear directly from them. Council requested additional information pertaining to approximately how many hours might have been required and the costs associated with city crews having addressed the issue. C.A. Daykin noted that Chuck Simpson, Public Works Superintendent, will be present at the next meeting and could address this question at that time. Mary Lewis, Manager, Alder Terrace introduced herself to Council and explained that this leak occurred at the main meter box; the box is quite large and is situated deep in the ground. She noted that even when there are leaks at the residential boxes they too must be completely dug out. Lewis explained that she has been the park manager for over 9 years and Gormley Plumbing has always done a great job for their plumbing needs; this is the first time they have indicated that it was something on the city side of things. Lewis noted that this is the first time they have asked the city to reimburse them for an expense of this nature. The consensus of Council was to request that more information be provided to them prior to making a decision on the matter. Brief discussion ensued and Lewis noted that in the future if there were an issue with the main box she would plan to call upon the City for assistance.

YCAP Utility Assistance Agreement

C.A. Daykin discussed that this is a new program and provided brief additional information. The vendor responsibilities on page 44 were reviewed briefly. **A motion** was made and seconded to authorize the city administrator to execute the contract with YCAP for participation in the Low-Income Housing Water Assistance Program. **The motion** passed unanimously.

Council Concerns and Committee Reports

C.A. Crawford discussed that C. Adlong forwarded a grant application to the Rotary Foundation for Alder Street Park. C. Adlong discussed that she is working with Sondra Storm (who also worked on the application for the first phase of the Alder Street park construction) and Kristin Gorton (Parks Advisory Committee member) on the State Parks Grant application. C. Adlong discussed the importance of applying for the grant this year; there is approximately \$2.2 million in the small grant fund, with a maximum of \$75,000 per grant. It was noted that the program was not open last year and no grants were issued; in 2020 there were very little funds distributed.

C. Adlong explained that the city will also be applying for a small grant from the Spirit Mountain Foundation; \$7,500 is available in the small grant process though the funds would need to be matched. C. Adlong discussed that she is hopeful that match funds from the State Revenue Sharing fund could be provided in the hopes that this grant will be obtained. It was noted that funds from this grant would be used for park signage, both entry signage as well as potentially a larger interpretive sign about the history of the native tribes and agriculture in the area. Funds from this grant, coupled with match funds, could also be used for the water fountain and the bike repair station as well. C. Adlong discussed that the Dundee Hotel has already expressed an interest in setting up several events in the park space for the near future. She noted that at this time there have not been policies developed pertaining to this type of use; this would need to be discussed. C. Adlong indicated that she will bring back more info to Council as it is available.

C.A. Daykin discussed that Sondra Storm also assisted with the preparation of the final report for the Oregon Tourism Grant; word was received back from the Agency that they approved the final project and will be processing the final payment next week in the amount of \$10,000. It was noted that the Oregon Tourism Grant was in the amount of \$100,000.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that thus far the City has received 28 payments in full out of the 60 parcels of the Highway 99W Project LID; only three property owners have submitted requests for payment plans. The deadline is March 7, 2022.

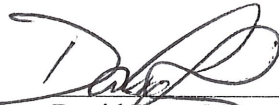
C.A. Daykin discussed that over the past few months the administration has been struggling keeping up with projects and routine tasks. He explained that this is also following a lot of remote working during the pandemic and difficulties of making that work efficiently, as well as a significant amount of personal leave taken which has contributed to the back log. C.A. Daykin explained that a significant amount of work recently was completed that dealt with some corrections and the audit process. C.A. Daykin discussed that City Hall was closed to the public on Friday to provide city staff with an opportunity to work uninterrupted which they felt was very helpful. City Hall Staff have requested to move forward with the office closed to the public on Fridays (as long as this is not terribly disruptive) until they can reach a place where they feel more comfortable in terms of the workload. It was noted that all staff is present and working on-site as of last Friday. C.A. Daykin offered that exploring the possibility of additional assistance

for staff could be discussed within the upcoming budget process. C. Ford voiced support that the new city administrator could assist in completing an assessment (for administrative staff) to ensure there is enough support now and to support future growth in Dundee. C. Nelson voiced support for temporarily closing on Fridays, though felt it important of being a temporary solution.

C.A. Daykin discussed that the City had to request an extension for completing the audit. He explained that the extension was granted by the State and he was told that the final work for this is being completed this week; the auditor may be doing his presentation of the prior fiscal year audit at an upcoming March City Council meeting. C.A. Daykin discussed that part of the issue had to do with the purchase and set up of a new payroll system. He explained that unfortunately the person who assisted with the set up didn't do it correctly; many issues came up later that were difficult to go back and correct.

Executive Session

The City Council entered Executive session at 8:40 P.M. in accordance with ORS 192.660 (2)(d) to consider deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session ended at 9:55 P.M. and the Council did not reconvene.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder