CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

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The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.

JANUARY 2, 2019 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting

2. Pledge of Allegiance

3. Oath of Office Administered

4. Council President Election

5. Amendments to the Agenda, if any

6. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.

7. Presentations:
   - 7.1 Employee Recognition
   - 7.2 Ryan Pasquarella, CPA – Annual Audit — FY 2017-18 Audit Report

8. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
   - 8.1 City Council Minutes, December 18, 2018 — Pages 1-12
     Action Required: Motion to Accept the Consent Agenda

9. Old Business:
   - 9.1 Yamhill Communications Agency Proposal — Pages 13-14
     Action Requested
   - 9.2 Fire Department Task Force — Pages 15-16
     Discussion

10. New Business:
    - 10.1 Tourism Video Production Agreement — Pages 17-22
      Action Requested

11. Council Concerns & Committee Reports

12. Mayor's Report

13. City Administrator Report

14. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.

15. Adjourn

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Pending Business:

1. Public Works
   - 1.1 Highway 99W Sidewalk/Streetscape
   - 1.2 Inflow & Infiltration Program

2. Planning/Land Use
   - 2.1 Dundee Riverside Master Plan – Future Actions
   - 2.2 Exterior Lighting – Code Update/Street Light Standards
   - 2.3 Helipad Standards

3. City Council
   - 3.1 Update SDC Methodologies
   - 3.2 LID 2013-01 Final Assessment Ordinance
   - 3.3 LID 2016-01 Final Assessment Ordinance
   - 3.4 Storm Drain Master Plan Update

4. Parks & Trails
   - 4.1 Harvey Creek Trail Property Rehabilitation
   - 4.2 WWTP Nature Park

5. Next Available Ordinance & Resolution No's.
   - 5.1 Ordinance No. 567-2018
   - 5.2 Resolution No. 2019-01

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.

CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
December 18, 2018

Call to Order
City Council President Kristen Svicarovich called the meeting to order at 7:00 P.M.

Council and Staff Attendance
Present: Council President Kristen Svicarovich; Councilors Jeannette Adlong, Storr Nelson, Tim Weaver and Ted Crawford. Excused Absences: Mayor David Russ and Councilor Doug Pugsley. Staff members: Rob Daykin, City Administrator; Cheryl Caines, City Planner; Tim Ramis, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance
Mike Sherwood; Saj Jivanjee; Rick Lipinski; Bryan Long, Mike Henry, Engineer, HBH Consulting; and Elizabeth Seeberger.

Agenda Changes
Item 8.3 Request for Purchase of Fire Protection Equipment was added to New Business.

Public Hearing: CMA 18-18 & ZC 18-18, 459 SW 9th Street Zone Change LI to CBD
Council President Kristen Svicarovich called the hearing to order at 7:02 pm to consider a comprehensive map amendment and zone change approval (File #18-18).

Call for Declarations of Conflict or Bias by any members of this body:
None.

Objections to jurisdiction by any member of this body:
None

Staff Report:
City Planner Cheryl Caines read the Staff Report into the record.

C. Nelson inquired, with regard to the criteria that were met if the site were converted to central business district (CBD), if those same specifications would still apply and it be a developable site if it were left as light industrial (LI). Though Planner Caines noted that land development does not fall within her area of expertise, she discussed that 49,000 SF is a pretty good sized site and unless the applicant could show something different she felt that it indeed would be developable as industrial, though potentially limited depending on the space required. Additional discussion ensued.

C. Crawford inquired as to whether the TSP was reviewed when the extensions of Tenth Street and Linden Lane were done; and how the TSP shows Linden Lane eventually going over and connecting to Eleventh Street near James Court. Planner Caines discussed that the TSP does show more of a curved road alignment and noted that the TSP is a guiding document, the key piece of which is the connectivity. The construction of the street will be considered as a condition of approval for either a future land division or site development review application. She explained that they have been working with the applicant through pre-application, and also with the City

Engineer and City Administrator, and looking at ways to minimize the impact to their property while still providing the connectivity through the block; it may not be as curved as it appears in the TSP. Discussion ensued. C.A. Daykin provided clarification that the map exhibit shown was prepared by the applicant. He also explained that the demonstration of Tenth Street extending all of the way to Alder Street is not part of the TSP; the applicant chose to put that in their map exhibit.

C. Weaver expressed concern with regard to traffic impacts to Ninth Street with the potential addition of the large Ste. Michelle tasting room facility in the County. C.A. Daykin briefly discussed that the consultants for the applicant for the project in the County has provided additional information to again demonstrate, at least to the satisfaction of the County Commissioners, that there is a not a significant impact to the City's intersections, though they may not have fully provided all of the information that the City had requested. Planner Caines discussed that a traffic study could potentially be required with future development of this site whether done by this applicant or another, though there is no guarantee this will be required. Planner Caines discussed that there is a provision in the Code which has different levels of requirement for a traffic analysis, and the City Engineer could also require it if he thought that there was some sort of safety concern or operational concern.

C. Nelson inquired, based on the new geometry with the "L" shaped parcel, if there would be access to the subject property directly from Ninth Street or from a future Linden Lane or Tenth Street. Planner Caines discussed that Ninth Street is a collector street, and she pointed out that there is a spacing requirement in the TSP of 75 feet she believes; the access would have to go to Linden Lane first and then come out onto Ninth Street. C. Nelson inquired as to whether an access could be put in place before a Linden Lane extension is put in, perhaps grandfathered in with an entry off of Ninth Street. C.A. Daykin discussed that at this time the property is not developed, so a Site Development application would need to be received. At that time the City would then do a full review of the impacts and traffic movements, etc.; they would not be grandfathered in.

Public Testimony

Proponents

Saj Jivanjee, architect and developer, partner owner of property site, introduced himself and Mike Henry, Engineer, HBH Consulting Engineers. Jivanjee discussed his thoughts and concerns with regard to the proposed zone change to the piece of his property. He pointed out concerns with the way the Comprehensive Plan has left this fragmented piece of property and his opinion that it was left this way likely an error to have the mix zoning of LI and CBD. Engineer Henry discussed that though the property could be developed as light industrial, it really is a substantial property loss to leave a small strip of land zoned light industrial next to the commercial business zone. He pointed out that the property east of the Linden Lane extension is much more valuable and much more developable if it is made whole into one comprehensive plan designation and one zone designation. Henry discussed that while technically there is not an error that exists in the comprehensive plan, from a practical standpoint he does not believe that the Comprehensive Plan would have zoned this small of a piece of property light industrial had it been envisioned that Linden Lane would extend there; it would have been zoned commercial business. Henry discussed his belief that they have provided the information necessary to comply with the planning regulations required to make the zone change to the Comprehensive Plan. He also agreed with Planner Caines that when the property is developed they will have to address any traffic issues at that point in time. Jivanjee pointed out that when a site development plan is done there is another process of dealing with any future mitigation; traffic impacts will be dealt with at the next level. Additional discussion ensued.

Opponents
None.

Undecided
Mike Sherwood, 876 SW Alder Street, indicated that he lives on the corner of 9th and Alder Streets, diagonally across from the discussed property. He expressed concern that he did not receive a notice pertaining to the proposed zone change, though pointed out that his property is 50 feet away, and suggested that proper due diligence was not done. Sherwood acknowledged that he saw the posted notice though expressed disappointment he did not receive notice in the mail, which he indicated is why he is present at the hearing tonight. Sherwood mentioned that he was on the Dundee Planning Commission for eight years and discussed the he would also be concerned with traffic in this area. He explained that a three story building consisting of a tasting room, retail and hotel are being proposed which he suggests would increase traffic to more than 19 trips in the peak afternoon hours. Discussion ensued and he described the difficulty that additional traffic would bring to this area. He also shared his belief that a three story building is out of scale with almost anything in Dundee, especially this deep into a residential area at that location. Sherwood discussed that the property is very large in size and supported that it needs to be developed, though placing a three story building would not be his choice. He requested that the City request a full site review prior to the acceptance of the proposal.

Proponent Rebuttal
Saj Jivanjee approached Council and explained that at this time they don't know what the final outcome will be and that what they are requesting at this time is to allow this fragmented piece of property to join their existing commercial property to form a whole piece. Engineer Henry pointed out that the applicant is not asking to build anything today and only that a small piece of inappropriately zoned property be allowed to be zoned in compliance with the larger attached piece. He pointed out that it is not the applicant's responsibility to do a comprehensive plan or to do a planning analysis at this point in time. Henry discussed that it is their responsibility to come up with a logical transportation analysis; discussion ensued and he pointed out that Jivanjee hasn't authorized the designing of a two story building for this property at this time. Jivanjee discussed the unique situation presented and the fact that Linden Lane is a natural break to include the proposed property as part of the adjacent commercial zone. Additional discussion ensued.

Council President Svicarovich closed the public testimony portion of the hearing.

Staff Recommendation
Planner Caines voiced that Staff's recommendation remains the same. She discussed that she agrees with the Planning Commissions' recommendation to approve both the Comprehensive Plan amendment and the Zoning Map amendment as proposed. C.A. Daykin voiced his support as well and pointed out that with the creation of Linden Lane separating that piece of property as light industrial (isolating it) and its position next to CBD, Staff's view is that it should be the same type of use on that side of Linden Lane to be more compatible with that is desired in that area for future development of the area. C.A. Daykin added that with the TSP, the idea is also to provide for alternate means of getting to Highway 99W via Tenth Street and via Eleventh Street when the TSP is fully implemented in this area.

Deliberations
C. Nelson discussed his belief that the most compelling argument that he's heard and agrees with is that this piece of property would not have been zoned as light industrial if the City would have known back then that Linden Lane was planned to be extended. Though he did note he does have

some traffic concerns and interest in what the surrounding plans are, it is his belief that this request cannot be denied based on that. C. Nelson voiced that he is in favor of agreeing with the Planning Commission and Staff to approve the application. C. Crawford voiced support that this is the best use of the property; Linden Lane will make a nice barrier between the light industrial and commercial areas. C. Adlong voiced support of the natural break that Linden Lane offers, though did express some concern that across the street on Linden Lane is residential; she does not appreciate a massive structure across the street from a low one story residential structure. C. Adlong voiced her hope that the applicant would consider the surrounding areas and how a large structure would impact the nearby residents. Additional discussion ensued regarding the fact that years ago when the decision was made to create the CBD, there was a big debate about the eastern half of Linden Lane being rezoned to CBD; though that was not done, she suggested that it would be logical that the whole block be CBD as well. C. Adlong voiced that she is in favor of approving the application though with the recognition that there will be an impact to the residential neighborhood across the street. C. Nelson suggested that Linden Lane was included in the Urban Renewal district so that those lots could be addressed on the east side. Discussion ensued and C.A. Daykin offered additional detailed discussion and acknowledged that there were earlier discussions proposed to include the east side of Linden Lane in the CBD; residents voiced that they didn't think that was appropriate and it was removed from consideration. C.A. Daykin confirmed that Linden Lane is within urban renewal boundaries, so if there was a need to address some transportation improvements on Linden Lane because of increased traffic due to commercial uses then there may be a financing mechanism to complete improvements to Linden Lane. Additional discussion ensued. C. Svicarovich voiced her support of the proposal and felt that it meets the criteria. She also noted her belief that the additional 19 trips is just for that piece of property being rezoned; it is not suggesting 19 trips for the whole piece of property. C. Weaver voiced support of C. Nelson's feedback and the proposal as well. He noted that he feels the applicants are making a reasonable request which he feels should be granted.

The motion was made and seconded to adopt Ordinance No. 566-2018, an ordinance approving a Comprehensive Plan Map Amendment from Light Industrial to Commercial and a Zone Change from LI to CBD for a portion (.60 acres) of the property located at 459 SW 9th Street, Tax Lot 3326DD-00900. **The motion** passed unanimously.

Brief discussion ensued with regard to the fact that the Bag Connection building was recently painted; Jivanjee indicated that this was done only as to preserve the structure for the time being as they are not sure how they will proceed moving forward. Brief discussion also was had with regard to some of the pros and cons of the addition of a roundabout at the adjacent Ninth Street intersection area.

Public Comment

None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Items 6.1 City Council Minutes, December 4, 2018 and Item 6.2 Financial Report Ending November 30, 2018. **The motion** passed unanimously.

Old Business

Erath Winery Traffic Impact Analysis

C. Svicarovich reviewed that at recent City Council meetings residents from the neighborhood group came forward and provided information about the proposed development; the City was not notified about the application from Yamhill County. She discussed that a letter from the City of Dundee was composed and provided to Yamhill County on November 28th, preceding the hearing

on November 29, 2018. C. Svicarovich discussed that the applicant submitted a supplemental traffic analysis report that addressed some of the items discussed at the Council meeting, along with some of the other items which were discussed by members in the audience of the Council meeting. C. Svicarovich explained that she testified at the November 29th hearing before the County Commissioners, reiterating what was communicated in the letter from the City and readdressing concerns about safety. She explained that she wanted to make sure there was a traffic analysis that was done of both weekday and weekend operations at the two study intersections in Dundee (9th & Alder Street and 9th and Highway 99W). She explained that within the analysis of 9th and Highway 99W there was a request that was made verbally in the meeting (which was not requested in the letter) that ODOT be engaged because 9th & Highway 99W is a State highway intersection in which ODOT has jurisdiction; it was her belief that they be a stakeholder and be involved in the evaluation. C. Svicarovich discussed that the consultant provided some additional crash data the morning of the hearing which she noted that she did not have a chance to review before she gave her testimony. She discussed that the hearing was continued from November 29th until December 6th to allow for the public works director to provide a supplemental staff report concerning some of the roadway conditions leading up to the proposed development. As part of the presentation that was given on December 6th, it was her understanding that the applicant detailed a sensitivity analysis about, in particular, the weekend operations analysis in the City of Dundee at the two study intersections which was not included previously. Though it was her understanding that were was discussion of this at the meeting, she noted that the City did not ever receive an actual document that described that sensitivity analysis; the conclusion received was that there shouldn't be any impacts to the City of Dundee. She discussed that ODOT still has not been engaged in reviewing the development; however, as noted in Matt Vogt's email, they will be informed of the decision. The County has imposed some new conditions, although C.A. Daykin informed that the City has not yet received the County's findings to support their decision. C. Svicarovich explained that the County has approved the development and they've got some additional findings which support their position based off of the information that was received, though she does not yet have a copy of that yet as it has not been posted.

C. Weaver expressed frustration with the County Commissioners as they don't appear to have consideration for the nearby communities or potential impacts. C. Nelson and C. Crawford voiced similar concerns and noted that this is potentially going to be one of the largest rural wineries in Yamhill County.

C. Svicarovich discussed that the community group that is nearby to the proposed development have obtained an attorney. She explained that the group is considering whether or not they want to take the next step of appealing to LUBA. C. Svicarovich discussed some thoughts and ideas about what the next steps could potentially be for the City, including a potential IGA, \in an effort to gain better communication from the County with regard to potential similar applications moving forward. City Attorney Ramis explained that under the statute that guides intergovernmental agreements there is virtually no limit on what could be done; a negotiation could potentially be made with the County to put together some sort of process to make sure that the City's point of view is taken into account. Additional discussion ensued and C.A. Daykin discussed that because the property is within the Dundee rural fire protection district, they did receive agency review from Chief Stock. C.A. Ramis voiced support of working with the County on an IGA, and also encouraged playing a role next time the County reviews their Code in terms of what the criteria are for developing in this vicinity; the assumption that the applicant has the burden to provide a safe transportation system is somewhat vague in the Code. C. Nelson voiced support of an IGA. C. Svicarovich offered that she is willing to be engaged in whatever the next steps in the process might be; she offered that she could propose some boundary areas and initiate a discussion amongst Council to make sure that what is captured meets the desired goal.

Additional discussion ensued and C. Svicarovich emphasized the importance of being able to present some sort of case given the example of Ste. Michelle along with some of the other developments which have happened over time that the City would have liked to have been a part of but were not even though they directly impacted our community. C.A. Daykin suggested that a first step might be having a discussion with the Planning Director to try to see if there is a way they can work out a procedure which is agreeable to the City that they will take upon themselves as part of their process to engage the City, unless Council felt it should be more formal. C.A. Ramis suggested that communicating with the County at more than one level will likely be necessary, including Staff as well as the elected officials.

Rick Lipinski, 10750 NE Eagle Crest Lane, inquired as to whether Council feels that they have not received the information that the City requested from the traffic consultant. C. Svicarovich stated that the traffic consultant has provided some information though she doesn't know whether they can determine whether there are impacts that warrant mitigation or not based off of the information provided. She explained that the consultants basically provided an email that said that they don't think that the City will have any impacts and that they did a sensitivity analysis. C. Svicarovich explained that it was a short email and the explanation given did not provide enough information.

Elizabeth Seeberger, 18145 NE Fairview Drive, approached Council and explained that the Ste. Michelle Winery property is located opposite of their land. She inquired about whether C. Svicarovich will communicate with Ste. Michelle Winery regarding that the City has not been provided with the adequate information regarding the impacts of their application prior to December 20th, the deadline for the County Commissioners to make their final decision. C. Svicarovich explained that as the City of Dundee, they don't dictate what the applicant is or is not responsible for, and at this point the applicant has met the requirements that the County has requested; it is not up to the City to provide that feedback to the applicant at this point in time. Brief additional discussion ensued. Seeberger inquired about ODOT's involvement to which C. Svicarovich referenced information contained in the agenda packet indicating that ODOT has not been engaged at this point and will be sent the information about the decision that is made. Seeberger discussed that the citizens group is contemplating going to LUBA if they feel that they have enough on their side; if the decision were remanded she inquired as to whether or not the City would interested in getting more involved. C.A. Ramis discussed that what is critical is the basis upon which LUBA remands if they do. Additional detailed discussion ensued regarding some of the potential options provided depending upon the details surrounding the remand. C. Svicarovich discussed that she is uncertain whether the City would be able to take any type of a stance at this time; the topic would likely need to be discussed in more detail with Staff, etc., before it would be known whether the City would be interested in engaging in an appeal process. Discussion ensued regarding the limitations the City has in this regard, as well as potential traffic impacts as limited to Ninth Street and Worden Hill Road. Additional detailed discussion ensued with regard to potential road improvements which may be necessary at some point with regard to the addition of the Ste. Michelle Winery. Seeberger discussed that John Phelan, head of Public Works for the County, suggested that Fairview Drive needs to be widened first. Though this information was contained in his letter to the County Commissioners, Seeberger pointed out that the topic wasn't even approached and that Ste. Michelle changed their traffic analysis overnight and indicated that it would not affect an impact. C. Svicarovich acknowledged the challenges faced though explained that she is unsure that the City is in a position of being able to be more engaged in the process at this time. She also thanked Seeberger and the citizen group for communicating the information to the City. Seeberger discussed her belief that there will be additional development just on the downside of where Ste. Michelle Winery will be on a 10 acre parcel; several neighbors have observed what appear to them to be potential developers discussing use of the property.

New Business

Tourism Grant Agreement

C.A. Daykin pointed out that there is an updated grant agreement before Council; it has been modified to show that the recipient is the City of Dundee. He discussed that the only other noteworthy information is with regard to the uncertainty of the $10,000 contribution from the City of Newberg in the budget exhibit. C.A. Daykin pointed out that the grantor is not going to accept a contract with language with a significant part of the project budget undetermined. He explained that one option Council could opt to do is to remove the pending language and move forward with the Agreement, with the expectation that Newberg will provide the funds. C.A. Daykin reviewed that he did receive an email from Rob Felton which indicated that he has received approval from the Marketing Subcommittee to go before the Newberg TLT Committee January 2, 2018 to get their approval for $20,000; it would then go to the Newberg City Council for approval. C. Crawford suggested that the $20,000 amount is likely due to their desire to do more advertising. C.A. Daykin explained that until this exhibit is finalized to the satisfaction of the grantor, the City cannot proceed with the project; there are some tight timelines included in moving ahead with the project. C.A. Daykin discussed the risks removing the pending/dependent language, moving forward and executing the contract while counting on Newberg to provide the funds. He inquired whether City Council would be willing to cover Newberg's portion with TLT funds if they weren't received; though this is unlikely it was noted to be a possibility as there is no written commitment from Newberg at this time. C.A. Daykin discussed that the other alternative is try to negotiate a reduced budget with the grantor, although they still wanted to see a cash component for the advertising. Additional discussion ensued and C.A. Daykin explained that his recommendation would be to accept the contract with removal of the pending language in Exhibit B and count on Newberg doing the right thing and provide the funds (which won't be needed right away). C. Crawford discussed that there is plenty of money in the Tourism Fund, though noted that he does feel pretty confident that Newberg will step up as well. He explained that this is a good opportunity to collaborate with Newberg to build up a marketing muscle with them. C. Svicarovich discussed that the City of Newberg has a new Mayor and a majority of new Council members. Additional discussion ensued and C. Crawford was optimistic that the new administration will be more collaborative; brief additional discussion ensued. **A motion** was made and seconded to authorize the City Administrator to execute the grant agreement with the Willamette Valley Visitors Association with the amendment of striking the word "pending" in Exhibit B as well as "dependent on City of Newberg TLT Funds" in Exhibit B. **The motion** passed unanimously.

Intergovernmental Agreement – GIS Services

C.A. Daykin discussed that currently the City receives some limited GIS Services from the City of Newberg with the planning services contract; they maintain the zoning and address map for the City of Dundee. Dundee does not have a contract with Newberg for GIS services. He explained that staff wants to look at other possible uses of GIS for the future including a street mapping module for the budgeting of street maintenance activities as well as other purposes. C.A. Daykin discussed Newberg staff is occupied with their own projects and his belief that it makes sense to make a clean break and to have the COG provide these services to the City of Dundee on the hourly rate shown. When there are more complex projects, the scope of work and fees can be negotiated. **A motion** was made and seconded to accept the Agreement between the Mid-Willamette Valley Council of Governments to provide GIS Services for the City of Dundee. C. Nelson inquired as to whether or not going through Yamhill County would be an option to which C.A. Daykin informed that the COG provides the mapping for them as well. **The motion** passed unanimously.

Request for Purchase of Fire Protection Equipment

C.A. Daykin discussed that Chief Stock wanted to bring this item to Council's attention as he has a limited opportunity to receive discounted pricing for protective clothing before years end. Since the amount requested exceeds the $5,000 limitation, the purchase does require Council approval. It was noted that this is an expense identified within the budget and falls within budget amounts for this year. **A motion** was made and seconded to approve Purchase Order #5411 for turnout protective clothing in the amount of $9,386.95. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Nelson voiced concern about Mr. Sherwood's previously stated comment about not receiving appropriate notice. C.A. Daykin discussed that it would appear that Mr. Sherwood should have received notice, and he indicated that he will follow up with Planner Caines regarding the issue; the complete file is not present at the meeting for review.

C. Crawford shared that he read in the newspaper that in the Governor's budget there were $32 million dollars provided for right-of-way acquisition for the bypass. He also noted that the West End building complex in Dundee was sold to a new company; apparently some modifications will be made to the hotel and they also bought the acre of property on the Dundee side of the building as well.

C. Crawford inquired about the status of the Highway 99W light poles. C.A. Daykin discussed that he hasn't received any new updates, though he has put another call in regarding the issue. He reviewed that the last time he spoke with Alvin Shoblom about 3 weeks ago, that he confirmed that ODOT had all of the information he needed for the agreement writer.

C. Crawford inquired about whether or not there has been any new information received with regard to the undergrounding of utilities. C.A. Daykin discussed that there was a meeting with himself, the City Engineer and the City Attorney, Tim Ramis, and there was discussion about a strategy moving forward on that project. After considering all of the different issues, C.A. Daykin discussed that they will deal with PGE first because of the cross wire attachments to Frontier poles. City Staff will be meeting with PGE in early January to discuss that project as well as other related undergrounding projects for budgetary purposes, such as undergrounding Ninth Street from Highway 99W to Alder Street as part of the Streetscape project. C.A. Daykin explained that once all of the different poles are identified and costs associated with getting PGE off the Frontier poles, then the City will move forward to Frontier and Comcast. Additional brief discussion ensued.

C. Weaver pointed out that the local area was in the news regarding the recent high wind event of 60 mph winds reported. He inquired as to how the WWTP is functioning and if there was any power loss. C.A. Daykin confirmed that there were power outages both at the WWTP as well as the well fields up off of Fairview Drive. The power outage occurred at about 2:00 AM this morning and Operator Jared Nunley responded and came to the plant. The plant was powered by the generator beginning at 2:00 AM until power was restored at about noon today. C.A. Daykin discussed that part of the problem was unrelated to the power outage. In a detailed discussion he explained that unbeknownst to Nunley, when power goes out, even though it's restored, the telemetry software that runs everything is set up so that it closes the valve for the treated effluent to be removed from the plant, so it started to fill up and he had to divert excess flow to the equalization basins. Todd Miller was called in who then provided Nunley with the background experience of what was going on. The valve was then manually turned as the software won't do it for them. Though the EQ basins were filled and they started filling the facultative sludge lagoons, things are coming back down now and they are hoping for some decent weather in order to transfer that material back through the headworks and process it. With regard to the well field

area, C.A. Daykin explained that at about 4:00 PM this afternoon PGE crews did arrive and begin doing work up there, so it is assumed that work was completed before end of day. C.A. Daykin noted that the storm was so severe in the Salem area that it damaged the COG facilities roof, and they had to close their offices.

C.A. Daykin discussed that it's been so dry up to this point that even when Dundee had hard rains the peak flows were around the half million point, which is far less than the 1.1 million that there have been in that same time period several years back; peak flows are expected to come up again as the water table starts rising again. C.A. Daykin explained that during the recent events, the reason Nunley didn't want to put the plant in high flow mode to keep pace with the excessive flows was partly because he did a clean in place recently and he didn't want to foul the membranes right away. C.A. Daykin discussed, with regard to the infrastructure associated with the UV light sterilization, that it does require manual intervention and cannot be done remotely; someone must go onsite and restart to protect the equipment. Additional discussion ensued and C.A. Daykin explained that Staff will discuss the scenario with the automation group to review the programming to allow for a better understanding of the processes moving forward.

C. Adlong discussed that the Parks Advisory Committee is still working on the results of the survey for Sander Park. She explained that the Committee went over to the Sander property last week to look at the inside of the barn. C. Adlong described the structure as being very quaint and in need of a lot of work. C.A. Daykin pointed out that the survey results are available on the City website; the results have provided a lot of feedback as to what residents feel is needed in Dundee. The Parks Advisory Committee will be meeting January 9 to complete their discussion regarding the results; hopefully they will bring back a recommendation to City Council for consideration.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that the trees received from ODOT have been planted in the area between Parks Drive and the bypass. Bryan Stewart from CPRD was present at the site to provide guidance on spacing and order of planting, and Dundee PW crews were present to do the planting. C.A. Daykin reviewed that the City will provide water for the trees during the summer months. It was noted that ODOT paid for irrigation supplies that were ordered and are presently in PW inventory; they will be assembled next summer to provide water to the trees so that they survive. The trees which were present to begin with though had died off were also recently replaced by the contractor. It is unknown whether trees were replaced in the fishhook area. C.A. Daykin discussed that this phase of the project is now complete and closed out.

C.A. Daykin provided a verbal description of what happened with regard to the dissemination of the privileged recorded Executive Session information which was released by mistake with a public records request. He discussed that it was done so in error. The details of the process by which recorded information was transferred to disk were described, and essentially the information was grouped by mistake with a large volume of material that was copied to a CD. C.A. Daykin informed that Staff also discussed ways of preventing this error from happening again in the future.

C.A. Ramis inquired as to whether the City has had a long standing policy of recording executive sessions. C.A. Daykin discussed that executive sessions were recorded prior to his coming to the City and have continued since that time as well. C.A. Ramis briefly discussed that these meetings are not required to be recorded though the legal requirement is that minutes are taken. Conversation ensued and some of the pros and cons of recording such meetings were discussed.

C.A. Daykin recalled a previous similar discussion with Council back in 2008 or 2009 where Council opted to continue recording the meetings though this could be reevaluated. Additional discussion ensued and consensus of Council was to continue recording the meetings for the time being.

Public Comment

None.

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

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: December 27, 2018

Re: Yamhill Communications Agency (YCOM) Proposal

Beginning July 1, 2016, emergency dispatch services are provided to the Dundee Fire Department via an agreement with Tualatin Valley Fire & Rescue (TVF&R) as a pass-through with their agreement with Washington County Consolidated Communications Agency (WCCCA). Previously, the City of Newberg provided emergency dispatch services to the Dundee Fire Department. While the Newberg Dispatch Center will continue to support police calls for service and communications in Dundee and Newberg, Newberg's decision to disband their fire department and contract with TVF&R resulted in Newberg area rescue and fire calls being transferred to WCCCA. [1] Transferring Dundee area rescue and fire calls to WCCCA were also intended to improve coordination of responses. Concurrently, WCCCA is upgrading to a new digital 800 MHz radio system for improved interoperability. The Dundee Fire Department existing radios will not operate with the new digital format and replacing those radios are estimated to cost $275,000.[2] WCCCA originally anticipated activation of the digital radio system by the end of 2019, but is now that is expected to be delayed until July 1, 2020. Note: Even if YCOM ends up providing dispatch services to Dundee Fire Department on their 450 MHz system, the Department will still need the capability of communicating with TVF&R units on the digital 800MHz radio system.

On November 30, 2018, Chief Stock and I met with Sheriff Tim Svenson and YCOM Director Patti Sauers and learned about recent system upgrades completed by YCOM, how YCOM is organized, and inquired whether there would be interest in YCOM providing dispatch services for the Dundee Fire Department. YCOM is an ORS 190.10 organization comprising of 15 local governments[3], with the current intergovernmental agreement executed in 2006. The governing body of YCOM is a five member Executive Board, with the Sheriff being the Chair. The remaining Executive Board members are a Yamhill County Commissioner, a City of McMinnville representative, a representative of the other city parties to the agreement, and a fire district representative. By majority vote the Executive

[1] TFV&R subsequently annexed the City of Newberg and Newberg Fire Protection District into their service area.
[2] The cost to replace 9 mobile, 31 portable, and one base radio with 450 MHz and 800 MHz digital bands is estimated at $275,000. Chief Stock is collaborating with Yamhill Fire Protection District in a joint Homeland Security grant for radios; however, it is unlikely that the grant will fund the replacement of all radios. The grant application deadline is January 21.
[3] Yamhill County, City of Amity, City of Carlton, City of Lafayette, City of McMinnville, City of Sheridan, City of Willamina, City of Yamhill, Amity Rural Fire District, Carlton Rural Fire District, Dayton Fire District, McMinnville Rural, Sheridan Rural Fire District, West Valley Rural Fire District, Yamhill Fire Protection District.

Board is authorized to extend an associate membership to another political subdivision in Yamhill County on terms set forth by the Executive Board.[4]

Sheriff Svenson stated that prior to bringing the matter before the Executive Board; he would like the request to be initiated by the Dundee City Council. Chief Stock provided service call information for the prior three years; however, the analysis to be undertaken by the Director for implementation and estimating costs will require significant work. Sheriff Svenson will be attending the January 2 meeting to discuss the performance and capabilities of the YCOM 450 MHz radio system and answer questions from the Council.

Recommendation: Motion to request YCOM to prepare a proposal to provide emergency dispatch services for the Dundee Fire Department.

[4] Associate members may not serve on the Executive Board. Additional governmental entities may be added to the YCOM agreement by terms and conditions agreed upon by an unanimous vote of the Executive Board.

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: December 27, 2018

Re: Fire Department Task Force

During discussion on the implementation of an amended salary schedule at the November 6, 2018 meeting, several Councilors expressed interest in forming a Task Force to research and provide recommendations to ensure that fire and rescue services are adequately funded. Previously, the City Council appointed a Task Force to review the Fire Department Evaluation – February 2006 report prepared by Emergency Services Consulting, Inc. (ESCi) for the City of Dundee. The Task Force was requested to provide recommendations to Council regarding implementation of the short and mid-term strategies and the long-term strategies recommended by ESCi. The Task Force included the following six members:

- Truman Stone, Chair – Dundee Citizen
- Herb Kuhn – Dundee Rural Fire District
- Dian Maybury, City Councilor
- Myrna Miller, Dundee Citizen
- Ed Opitz, Dundee Citizen
- Vern Wigley, Dundee Citizen

City Administrator Dolan and Fire Chief Stock provided administrative and technical support to the Task Force. The Task Force met over seven months and concluded with a written report of their recommendations provided to the City Council at the January 2, 2007 meeting. One of the long-term recommendations from the Task Force was to establish the formation of a new fire district encompassing the City of Dundee and Dundee Rural Fire District boundaries. In retrospect, a more viable new district serving the Dundee area would have also included the City of Newberg and Newberg Rural Fire District. However, the annexation of Tualatin Valley Fire & Rescue into the Newberg area eliminated that possibility.

One of the challenges noted by the Task Force was the amount of work it took the committee to get up to speed on the background issues and the evaluation report prepared by ESCi. At the same time, the Task Force had an outline of detailed recommendations previously prepared by the consultant that guided their review and conclusions. If established, a Task Force will be more effective if the Council articulates the specific purpose for the committee, expectations of the Council, and that the members appointed have the necessary qualifications to satisfactorily conduct the mission.

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: December 28, 2018

Re: Tourism Video Production Agreement

Attached is the Statement of Work from DNA Studios for the production of the "Wake up in Wine Country" video and its associated marketing plan that carries out the work funded with a $20,000 grant from Willamette Valley Visitors Association. The City of Dundee is contributing $5,000 and the City of Newberg is expected to contribute $10,000 to this project. The attached budget exhibit provides detailed information on the phases of this project. Note: DNA Studios is also providing in-kind contributions of $11,550 towards the project.

Recommendation: Motion to authorize the city administrator to execute the Statement of Work agreement with DNA Studios.

Statement of Work 122818MB01

DNA Studios - Contact Info:

Account Manager: Molly Bailey
Email: molly@dnapdx.com
Mobile: 503.592.2131

Date: December 28, 2018
Client: City of Dundee
Contact: Rob Daykin
Project: Wake up in Wine Country

Project Overview:

DNA Studios is partnering with the tourism committee of the City of Dundee to create a "Wake up in Wine Country" campaign to inspire overnight stays in Dundee and Newberg, with a component of the campaign focusing on shoulder season travel. The funds will be used to create marketing content that will highlight the unique and eclectic shoulder season attractions of the Dundee/Newberg area.

Budget

See attached budget.

Scope of Work:

This scope covers services including creative development, pre-production, 1 day of filming, crew and equipment for production, travel and expenses, video post-production including editing, color correction, sound design, music procurement, and post-production facility expenses and equipment. DNA Studios will be responsible for security Clearances of Third Party Materials including licensing for music, voice talent and on-screen talent for web use up to 5 years.

Timeline:

February 1-28, 2019 - Filming and content production & post-production to take place
March 1-April 30, 2019 - Organic and some ad placement to take place to targeted audiences within a day's drive of Dundee/Newberg promoting impromptu overnight trip to the area
May 2019 - Promotion of content in conjunction with Oregon Wine Month
June – November 2019 - Organic and targeted promotion of content prompting targeted audiences to return to the area during the winter to experience a different side of wine country. Along with targeted promotion of Wake up in Wine Country campaign to regions greater than a day's drive to plan their winter/New Year's travels.
November 2019 – February 2020 - Organic and targeted promotion of content encouraging shoulder season stays in Dundee/Newberg.

Deliverable(s):

1. Video content for use in social media advertising
2. Some enhancing and updating of the dundeenewberg.com website to serve as a travel planning resource and help measure effectiveness of campaign.
3. Create video content that can be used for future ad placement at the Portland International Airport digital displays
4. Sharing b-roll footage highlight reel with Willamette Valley Visitors Association
5. An offer to share insights at Travel Oregon's Governor's Conference on Tourism in 2019 or 2020

Terms:

1. In exchange for the deliverable listed above DNA Studios, LLC will be compensated $35,000.
2. Payment will be completed in two installments - the first after completion of the videos and the second after all advertising placement has been made.

3. Any additional work not included in the SOW will need to be scoped, approved and budgeted.
4. Any additional work not included in the SOW may impact timeline.

Approval Signature

Your signature below authorizes DNA Studios to perform the services described above.

Name (printed): _____

Title: _____

Signature: _____

Date: _____

Date: 12.27.18
Client: City of Dundee
Contact: Rob Daykin
Project: Wake Up

DNA PDX

CONTACT: Molly Bailey
EMAIL: molly@dnapdx.com
PHONE: 503.592.2131

PROJECT OVERVIEW:

Deliverables include:

- Writing and creative to create a video ad "Wake up in Wine Country"
- A 1-day shoot to capture content for video ad "Wake up in Wine Country"
- B-Roll highlights footage reel
- 1 - 60 sec Wake Up in Wine Country video for peak season
- 2 - 15 sec Wake Up in Wine Country clips for social (cozy for shoulder season, one beautiful for peak season)
- Media Ad Placement Targeting, Management & Reporting

ESTIMATED GRAND TOTAL 35,000

CONCEPT DEVELOPMENT & CREATIVE	QTY	UNIT	RATE	ESTIMATED COST
Writing	30	hours	125	3,750
Project Management	20	hours	100	2,000
TOTAL				5,750

PRE-PRODUCTION	QTY	UNIT	RATE	ESTIMATED COST
Casting	1	flat	1,000	1,000
Location Manager	1	day	550	550
Producer (Pre-Production)	1	day	950	950
Location/Technical Scout	N/A	day	N/A	N/A
Crew prep	N/A	day	N/A	N/A
TOTAL				2,500

CREW	QTY	UNIT	RATE	ESTIMATED COST
Producer (On-Set)	1	day	1,000	1,000
Director	1	days	1,500	1,500
Director of Photography	1	days	1,500	1,500
Assistant Camera	N/A	days	N/A	N/A
Grip	N/A	days	N/A	N/A
Electric	N/A	N/A	N/A	N/A
Gaffer	N/A	N/A	N/A	N/A
Audio	N/A	N/A	N/A	N/A
Production Assistant	2	days	450	900
Hair/Makeup	1	days	850	850
Art Director	1	days	650	650
Wardrobe	N/A	N/A	N/A	N/A
Digital Imaging Technician (DIT)	N/A	N/A	N/A	N/A
Production Manager	1	days	650	650
TOTAL				7,050

EQUIPMENT	QTY	UNIT	RATE	ESTIMATED COST
Camera - ARRI AMIRA & Zeiss Cinema Lenses	1	days	1,500	1,500
Camera - ARRI ALEXA Mini	1	days	1,750	1,750
Camera - RED Dragon & Lenses	0	days	1,000	0
Camera - Canon C500 & Zeiss Cinema Lenses	0	days	850	0
Double prompter setup for direct to camera interviews	N/A	N/A	N/A	N/A
Lights - ARRI Skypanel (premium light kit)	1	days	750	750
Lights - Dracast lights (basic light kit)	N/A	days	N/A	N/A
Tripods & slider	1	days	500	500
Stedicam - DJI Ronin Stabilizer	1	days	500	500
Drone - DJI Inspire Pro	N/A	N/A	N/A	N/A
Drone - DJI Mavic Pro	N/A	N/A	N/A	N/A
DIT Drive	1	flat	250	250
TOTAL				5,250

PRODUCTION EXPENSES	QTY	UNIT	RATE	ESTIMATED COST

Catering/ Crafty	1	flat	350	350
Location fees	N/A	N/A	N/A	N/A
Insurance	1	day	550	550
Crew Parking	N/A	flat	N/A	N/A
TOTAL				900

TALENT	QTY	UNIT	RATE	ESTIMATED COST
Voice-Over Talent (including buyout)	1	flat	1,600	1,600
Actors (including buyout)	2	flat	1,200	2,400
Extras (including buyout)	4	flat	250	1,000
Wardrobe	N/A	N/A	N/A	N/A
Props	N/A	N/A	N/A	N/A
TOTAL				5,000

TRAVEL & EXPENSES	QTY	UNIT	RATE	ESTIMATED COST
Airfare	N/A	N/A	N/A	N/A
Bagage fee's	N/A	N/A	N/A	N/A
Shipping	N/A	N/A	N/A	N/A
Ground transportation	N/A	N/A	N/A	N/A
Hotel	N/A	N/A	N/A	N/A
Per Diem	N/A	N/A	N/A	N/A
TOTAL				

POST-PRODUCTION	QTY	UNIT	RATE	ESTIMATED COST
Video Editing, Color Correction, Sound Design, Facility & Equipment	51	hours	175	8,925
Onsite Video Editing (expedited)	N/A	N/A	N/A	N/A
Voice-Over recording	N/A	N/A	N/A	N/A
Graphic Asset setup	N/A	N/A	N/A	N/A
Animation	N/A	N/A	N/A	N/A
Music Procurement	1	flat	400	400
Music Licensing (internal or external audience)	1	flat	1,500	1,500
Archive storage	1	flat	475	475
TOTAL				11,300

ADVERTISING	QTY	UNIT	RATE	ESTIMATED COST
Strategy	8	hours	125	1,000
Ad Placement & Reporting	8	hours	100	800
Ad Spend Across All Platforms	1	Flat	7,000	7,000
TOTAL				8,800

BUDGET SUMMARY	ESTIMATED COST
Concept development & Creative	5,750
Pre-Production	2,500
Crew	7,050
Equipment	5,250
Production Expenses	900
Talent	5,000
Travel & Expenses	0
Post-Production	11,300
Advertising	8,800
Budget Contingency	N/A
ESTIMATED TOTAL	**46,550**
IN-KIND CONTRIBUTION - ALL EQUIPMENT LISTED	**-5,250**
IN-KIND CONTRIBUTION - 36 HR POST-PRODUCTION	**-6,300**
GRAND TOTAL	**35,000**