

**CITY COUNCIL MEETING
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January 2, 2019**

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**City of Dundee
City Council Meeting Minutes
January 2, 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; Council President Kristen Svcarovich; Councilors Storr Nelson, Tim Weaver, Patrick Kelly and Ted Crawford. Excused Absence: Councilor Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; John Stock, Fire Chief; Melody Osborne, Administrative Assistant; and Melissa Lemen, Administrative Assistant.

Public Attendance

Tim Svenson, Yamhill County Sheriff; Patti Sauers, YCOM Executive Director; and Ryan Pasquarella, CPA, Grove, Mueller & Swank, P.C.

Oath of Office Administered

City Administrator Daykin administered the Oath of Office to re-elected Mayor, David Russ, re-elected City Councilors Storr Nelson and Ted Crawford, and newly elected City Councilor, Patrick Kelly.

Councilor Kristen Svcarovich made a **motion** to nominate Councilor Tim Weaver for the position of Council President, which was seconded by Councilor Storr Nelson. **The motion** passed unanimously.

Agenda Changes

None.

Public Comment

None.

Presentations

Ryan Pasquarella, CPA – Annual Audit

C.A. Daykin provided Council members with additional financial analysis addendum materials for their agenda packets from Ryan Pasquarella, CPA, Grove, Mueller & Swank, P.C. Pasquarella introduced himself and explained that they were contracted to perform the independent audit for the City of Dundee for the year ended June 30, 2018. He explained the audit process and what his role is in assisting the City. Pasquarella explained that included in his role is to be available to C.A. Daykin and to the other employees throughout the year to answer financial reporting questions as they arise. Detailed discussion ensued regarding the annual auditing process of the City financial records. Pasquarella explained that a sample of transactions are selected, reviewed and analyzed in detail, though not 100% of City transactions are reviewed; this sampling meets the audit requirements. He discussed that the opinion provided on the Annual Financial Statements provide reasonable assurance that there are no material misstatements within the financial statements.

M. Russ inquired about whether the auditors scan the general ledger for anomalous items. Pasquarella explained that one of the reports that they receive shows every transaction that the

City has recorded for the year; they do review this for any transactions that they feel don't look right or are out of place. Examples were discussed and he indicated that sometimes this review leads to adjustments being made to the numbers before the financial statements are prepared.

Pasquarella discussed the Annual Financial Report. He reviewed and discussed the Table of Contents. He pointed out that the Management's Discussion and Analysis on pages 4-9 of the report provides a good overview of what happened during the 2017-2018 fiscal year. Pasquarella pointed out that beginning on page 35 are the individual funds, an area of the report which should be familiar to Council; this is the fund level area where Council adopts the budget annually.

Pasquarella discussed that the City does report on a cash basis; the State of Oregon allows cash basis reporting. Of importance to Council, Pasquarella referenced the Long-Term Debt information on pages 24-25, which provided a brief summary of the City debt during the year. Discussion ensued and it was noted that page 25 also includes a schedule of what the City will need to pay moving forward with regard to debt. He discussed that there is a debt coverage ratio for one of the Wastewater loans which needs to be over 1.05%, which the City was just under for the year. Pasquarella explained that they were in contact with the lender (DEQ) regarding this and there were no concerns that the City missed it for the year given the very clear reasons; there were some additional expenses this year that hadn't happened in previous years. C.A. Daykin noted that this was due to the cycle of the removal of sludge. He explained that since it is not done on an annual basis there is not the annual consistent expense; the larger expense will only periodically appear. Pasquarella pointed out that the coverage ratio for the loan will likely be met next year.

Pasquarella discussed the information provided with regard to the Pension Plan beginning on page 26 of the report. He pointed out that at June 30, 2018; the City reported a net pension liability of \$926,312, which is the City's portion of the PERS liability for that given date. Pasquarella explained that this figure represents the present value of all future payments that the City is required to make. He discussed that moving forward the City's PERS contribution rates will continue to increase.

Pasquarella provided detailed discussion with regard to capitol assets and maintaining historical records of them as well as reporting a finding in the annual financial report document related to that. Though these have been reported over the past four years, Pasquarella advised that this reporting is no longer required. Additional discussion ensued and it was noted that though there used to be a finding in this document, it will no longer be included and will be reported as necessary.

Pasquarella informed that Grove, Mueller & Swank, P.C. feel that the financial statements are free from material misstatement, and that they do represent what the City did for the fiscal year ended June 30, 2018. There were noted to be no additional findings. Additional discussion ensued and C.A. Daykin discussed that a lot of the contracts the City has for loans from both the Federal government and the State agencies include a requirement that the City will report per generally accepted accounting principles (GAP); the City doesn't follow that process as we don't maintain a historical fixed asset which is a requirement. He explained that in recent years the City has been modifying the loan agreements at least with the State Oregon Transportation Infrastructure Bank; they are allowing the City to change the loan agreements so that at least the City is complying with those loan agreements because we are on cash basis accounting. The only remaining two outstanding loans would be DEQ (wastewater facility construction) and the USDA Rural Development loan (fire station construction).

C.A. Daykin discussed previously a prior auditor felt that the State may eventually require even the small entities to do modified accrual. Pasquarella informed that at this time this has not actively been pursued. It was noted that it would take quite a bit of effort and money for the City to switch over to that, specifically with regard to the historical capital asset records as well as increased audit fees. C.A. Daykin discussed that he recently spoke with another small City who is reporting on an accrual system, though they are going to be changing to cash; due to the additional requirements and costs. Pasquarella pointed out that the State of Oregon is satisfied with the modified cash system at this point.

Pasquarella briefly discussed the three pages of financial analysis materials provided. He explained that these funds are reviewed to see if there is anything of concern as far as auditors or the Council is concerned. He discussed that he believes the General Fund is meeting what the City Council is wanting as far as how the budgeting happens. Additional discussion ensued. This fund was noted to be growing 5-8% annually, with no significant changes over the past 2-3 years.

Pasquarella pointed out the significant fund balance decrease between 2017 and 2018 with regard to the Water Fund; the cash carryover decreased due to a new 10 inch water main to replace an undersized and failing line along Highway 99W. He discussed the importance of continuing to build up that money going forward. Additional discussion ensued. Pasquarella discussed that there was a similar effect in the Sewer Fund as well; though there were different reasons that the money was spent. There was noted to be an 18% decrease in the carryover cash from 2017 to 2018. This decrease was noted to be related to the previously discussed accumulation of sludge. Going forward hopefully this fund balance will increase once again. Pasquarella discussed that within the Sewer Capital this year the insurance recovery revenue was offset by expenditures that the City had to fix the issues. He noted that the Sewer Fund's debt coverage ratio was below 2.0 due to the fact that there is a lot of debt within that fund due to the recent debt that was taken out. Though this is not ideal, it is more of a cyclical issue; the sewer debt will be paid off and that ratio will increase.

C. Nelson inquired as to why the City Sewer Fund operating income decreased from 2017 to 2018. C.A. Daykin discussed that operating income is the net difference between the service fees and the outgoing operating expenses. He explained that during the last fiscal year there was a huge operating expense, close to \$100,000, to remove the sludge which accounts for this difference. Additional detailed discussion ensued.

With regard to the Waste Water Treatment Plant loan, C. Crawford inquired as to what the term of the \$9.7 million loan is. C.A. Daykin informed that it was a 20 year loan; there are about 14-15 more years remaining on the loan.

Employee Recognition

M. Russ invited Chief John Stock and Administrative Assistant, Melody Osborne, to come forward. He provided each with a 20-year continuous service recognition certificate, along with an accompanying gift card, and thanked them for their years of service to the City.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 8.1 City Council Minutes, December 18, 2018. **The motion** passed unanimously.

Old Business

Yamhill Communications Agency Proposal

Yamhill County Sheriff Tim Svenson, along with Patti Sauers, Executive Director, Yamhill Communications Agency (YCOM) introduced themselves to Council. C.A. Daykin discussed the reasons Sheriff Svenson and Patti Sauers are present at the meeting tonight, as detailed in the agenda report on page 13. Chief John Stock discussed that various County Fire Agencies have been discussing uniting services. He reviewed that Amity is currently signed on with McMinnville to do some administrative services; and once the Lafayette Fire Station is built, the McMinnville Fire Department is going to expand into there with 24 hour staffing to include an ambulance. Chief Stock discussed that Carlton is interested in doing something and Dayton has been vocal as well about doing a greater regional department. Chief Stock voiced support that Dundee should be looking at potential options as well. He supported initially getting back involved with these departments through dispatch services as a way to start working together more. He shared his belief that this option is a better fit for Dundee.

Chief Stock discussed that another issue facing the Department is the need for communication dollars. He explained that Dundee doesn't have radios to talk on the digital radio system being; the cost would be over \$300,000 to upgrade equipment for the new 800MHz radio system when it is implemented by WCCA. In contrast, Chief Stock discussed that the cost would be approximately \$30,000 for radios to go full time with the Yamhill County Dispatch Center. M. Russ pointed out that it was mentioned in the memo that there would still be some need for Dundee to have the capability of communicating with TVF&R units on the digital 800MHz radio system. Chief Stock discussed that patching can be used to bring two different frequencies together; this can yield very successful results and could be one option. In addition, he explained that TVF&R does provide some form of mutual aid radios to their partners, which is how he feels that Dundee would pick up communications. Additional discussion ensued.

M. Russ inquired about cooperative work being done in Yamhill County with Washington and Marion counties, and how radio communication is accomplished with those efforts. Sheriff Svenson explained that presently they use the patch system through dispatch, which has been done for years with Newberg and Dundee. He discussed that they recently received a grant for their office to purchase some mobiles though, as Chief Stock explained, to reach the 800MHz frequency digital platform the cost is \$5,000-\$6,000 for a portable that can be carried and close to \$8,000-\$10,000 for a mobile in a vehicle; portables for Sheriff Svenson's staff were noted to cost roughly \$800, with mobiles costing \$2,000-\$3,000. Sheriff Svenson explained that the communication and technology are essentially the same as the 800MHz. He recalled previous conversation county-wide where the county radio system has been referred to as old and outdated technology, though he described in detail the even greater difficulties and complexities that were experienced with communications previously. Sheriff Svenson explained that the old system was dismantled and built to the new present system, consisting of 9 towers, which utilizes the exact same technology that the Marion County Sheriff's office is currently operating on. Sheriff Svenson confirmed that the system is UHF. Conversation ensued and it was noted that Yamhill County has a unique geographical make-up with many hills and valleys. Sheriff Svenson pointed out that Yamhill County could not be covered with only 9 towers if it were to move to a digital 800MHz system; likely an additional 12-14 tower sites installed throughout the County would be required at a cost of approximately \$300,000 to \$400,000 per tower. He explained that in more urban areas, such as Portland and most of Washington County, there are many more tower sites in place to operate off of in order for their system to operate effectively. Discussion ensued and Sheriff Svenson pointed out that the taller the communication tower, and the greater the distance of the signal, the more increased possibility there is of shortfalls within the area. With regard to the YCOM 450 MHz system, he explained that they needed to go to more of a simulcast system to allow for all of the tower sites to come up at the same time to get the greatest coverage. He

discussed the recent issues in a part of the County with regard to communications with the fire paging system; this issue was resolved by changing the location of a nearby tower and equipment which allowed the signal to transmit to them more effectively. Sheriff Svenson discussed that the County uses a company based system in Washington called ADCOM, which is the same company who designed the Marion County system. ADCOM was noted to be responsible for doing all of the surveys of the signal strength, complete all of the frequency work, and completed the study that YCOM went through approximately 12 years ago. Sheriff Svenson discussed that they are currently in the process of going through another survey of their entire radio system to look at what will be needed in the next 10, 15 and 20 years. Detailed discussion ensued and it was noted that ADCOM has bid the project, and another company (who has recently taken over the Marion County system) is also interested in potentially completing the work to provide an idea of what will be needed moving into the future.

Sheriff Svenson discussed that the County radio system is owned by Yamhill County; the management of the system, the tower sites, and the use and maintenance of the system all fall under the Sheriff's office through the County budget. He explained that the users of YCOM are operating off of that system and connect to that tower system through an agreement between YCOM and the County. He discussed that included in that Agreement is that money is transferred annually to the radio system budget in order to help maintain that system. The total dollar amount for that user fee is \$270,300; though breaking this down, the individual user cost for the radio system is a very small dollar amount while providing complete access to the entire system. The users are simply required to maintain their own mobile and portable units, including purchasing and maintaining their units; the use of the system is all passed through with no actual user fees per device or many device restrictions as can be seen in other Counties. Sheriff Svenson discussed that the County pays approximately \$120,000 a year to have a radio vendor that manages and monitors the system 24/7; it is web based and all IP, and if there are any issues they can remote into the system. He discussed that the radio system is designed right now to recalibrate itself once a day at a specific time to ensure it provides continuous accurate signals to users; this is an efficient way to maintain the radio system. M. Russ inquired, with regard to the user fees being collected, whether an equipment reserve is being built up with those dollars. Sheriff Svenson confirmed that and discussed that there are operating expenses, site operating expenses, and a reserve fund for future microwave build outs; approximately \$50,000 to \$75,000 is added to the reserve fund each year for projected replacement of the microwave over the next 10 years.

C. Crawford inquired as to whether the 450MHz can provide data communication in addition to voice to which Sheriff Svenson confirmed it to handle voice only. Discussion ensued and Sheriff Svenson explained that Verizon is used for data communications. He explained that First Net is through AT & T and is supposed to be first responder priority for data and phone, though an issue occurring right now in the State of Oregon is that AT & T is not the best cell phone provider for the majority of the State. It was noted that though they do provide good service in the Portland Metro area and the I-5 corridor, service has not been effective in most other areas of the State. Discussion ensued and Sheriff Svenson explained that a nationwide network for first responders is desired though this has not yet been accomplished in Oregon; this network would include the installation of approximately 200 new towers while utilizing the established ones as well. It was also noted that once First Net is able to cover Yamhill County as Verizon does now, the majority of law enforcement and public safety will likely switch over to First Net. Using First Net requires paying a flat monthly rate which includes cell coverage and whatever phone is desired; in an emergency situation, when all towers go down, First Net guarantees priority service over everybody else. Given this information, C. Crawford voiced that he cannot see enough advantages to switch to the digital 800MHz system. M. Russ noted his belief that T Mobil is set to expand the biggest 5G network in the country in Oregon sometime soon. Discussion ensued

regarding communications between Newberg-Dundee Police and the Dundee Fire Department. Patti Sauers explained that Newberg-Dundee Police is also involved in the multiagency traffic team, and YCOM is the dispatch agency who hosts all of their special details; they can switch channels to make the appropriate channel or patch as well. The process of patching through YCOM was described in detail.

Chief Stock pointed out that if Dundee Fire Department were to be on a different radio system that would be no different than it is now. He also discussed that at this time there is reliable communication with Newberg-Dundee Police, though this hasn't always been the case historically. M. Russ voiced the importance of reliable communication and that safety is provided for the community. C. Nelson discussed the importance of not compromising the quality of service just to meet a monetary goal, though voiced strong support of the YCOM option.

C. Svicarovich inquired about whether there would be any immediate capital infrastructure needs to bring the Dundee Fire Department online. Sheriff Svenson discussed that the radio system falls under the Sheriff's office which he manages; the addition of a new user doesn't put any burden on the system as it is. He discussed that they could run coverage maps through ADCOM to see what the existing coverage is of their system within Dundee Fire's District; district lines could be located to see what the coverage looks like and compare that to the current radio coverage. Sherriff Swenson discussed that there may be tower sites within Dundee that could potentially benefit the City as well as their radio service; future capital projects of increasing the towers could potentially be considered at some point, though that would not need to happen now in order to bring on an additional user for the radio system.

Sheriff Svenson explained that Sauers manages the dispatch center. It was discussed that there is a Board of five individuals that oversee YCOM; Sheriff Swenson is the Chair, one member is represented by the County, there is one representative from the City of McMinnville, one representative for all of the small Cities, and one representative who represents all of the small fire agencies. The Board was noted to meet once a month, if needed, though at least every two months. General business is conducted at their meetings. The addition of a new user to the dispatch center creates the need for additional research to look at the total call volumes; there is a lot more to bringing on a new user than simply adding them. It was noted that Dundee Fire Department radios could easily be programmed and be ready for use. The increase in call volume, including 911 calls and non-emergency calls, the increase to dispatching time and the time on the radio are all very specific to the dispatch center; they would need to look at their existing call load to see if these increases could be absorbed within the existing infrastructure and staff. Sheriff Svenson explained that if the City of Dundee were interested, YCOM would produce a particular number of talking points to determine what that project might look like. He discussed that based off of their most recent CAD upgrade that recently occurred, the next few months will be busy, so they first wanted to begin with a conversation with Council to find out the direction of the Council before a lot of time and effort is put into an analysis.

C. Weaver inquired about data use and whether that would be included. Sauers discussed that Fire Districts have several different technologies that they use to communicate with YCOM. She discussed in detail the different types of communications being used by some of the local Departments. She noted that the smaller fire districts don't carry mobiles in their vehicles; however, the CAD system that she is using and the mobile product from that system is the same one that Dundee is on presently. She explained that it's highly configurable; out of the box the structure is the same until customizing the unit begins. She pointed out that their CAD system and that used in Washington County are nothing alike. Sauers explained that these differences would need to be assessed and evaluated; specific examples of some differences were discussed.

C.A. Daykin inquired about the Users Committee and their role. Sauers explained that there is a Police & Fire Users Group which began approximately twenty years ago and has evolved over time. She discussed that when the County took back the day-to-day management and ownership of the radio system, it really became a Radio & User Implementation Group. The group was noted to meet once a month or every other month. Sauers discussed that she hosts the group which is led by Chair Lieutenant Steve Wardin, a part-time employee of the Sheriff's office. Additional detailed discussion ensued and Sauers explained that the Committee discusses new procedures to be implemented, including obtaining Committee consensus when needed; there are times when decision points are made at the User Group level. Sauers explained that Chief Stock or one of his Chief Officers would always be welcome and encouraged to come forward with any concerns or questions at any time. She also discussed in detail the Policy Board and the differences between this group and the Committee level; the Policy Board is the business of the organization and the major projects. Discussion ensued and Sauers noted that she attends Fire Defense Board several times a year and is a Committee member on the Ambulance Service Area Committee for Yamhill County.

C.A. Daykin discussed that the present arrangement of contracting with the City of Newberg where they have their own dispatch center; fire calls are transferred to Washington County and then routed back to Dundee. He inquired about the dispatch process if the City were to move to YCOM, especially given the fact that police services for Dundee are provided through the City of Newberg. Sheriff Svenson discussed that presently Dundee's 911 calls are routed through Newberg's Dispatch Center; fire calls are routed up to Washington County, who then handles the call and dispatches appropriately, while police calls are routed out depending upon the location of the caller. He discussed that part of the conversation moving forward with transferring dispatching services from Washington County/TVF&R and through the City of Newberg to Yamhill County would be the determination of where the 911 call will be answered and how to best route the calls for services. Discussion ensued and Sheriff Svenson explained that this is a much larger conversation which at some point would need to include the City of Newberg. The complexities of the issue of who would take priority of the 911 calls with law enforcement services being with Newberg and fire possibly going to the county were reviewed. Detailed discussion ensued and Sheriff Svenson explained that if they were dispatching for the City of Dundee ideally they would want to have the 911 calls coming into their center first as that is how services could be provided the quickest. Different scenarios for routing the 911 calls were discussed. C.A. Daykin inquired as to how the issue of TVF&R managing the ambulance service area for Dundee would be impacted in terms of how the calls are received. Sauers discussed that her thought is that it makes sense for that 911 call to come to YCOM; she would dispatch the first responder agency and then call for the ambulance. She explained that if the call continued to go to Newberg it would be transferred twice, which inserts a delay in the call. Detailed discussion ensued.

Sauers discussed that customer care is very important to their organization. She explained that YCOM has many years of answering 911 calls with 95% of calls answered within 10 seconds and and over 98% of calls are answered within 15 seconds. Sauers again discussed the importance of looking at the potential impacts of potentially bringing Dundee onto their system (if there is interest in doing so) so that these can be addressed. Sheriff Svenson discussed that ultimately it is his responsibility is to make sure that public safety response is in place and it is also the Sheriff who designates where the 911 calls (dollars) go. He explained that traditionally in Yamhill County there has been a split for 911 fees that stems from an Agreement in 1994 which is the reason a conversation inclusive of all involved parties is necessary. Sheriff Swenson discussed the importance of the 911 call and ultimately the user on the other end; the help they need should

be provided in the quickest way possible. He voiced that he doesn't want politics to get in the way of who will be receiving that help; providing that service to the user is his priority.

C. Svicarovich inquired as to what the City of Dundee's involvement or commitment is at this time related to the addition of the large communication tower in Newberg. C.A. Daykin explained that the City does not have a legal commitment at this time; the original dispatch services contract with the City of Newberg goes back to when Dundee still had a police department. Over time this arrangement has been continued, even though police services are now contracted. Additional detailed discussion ensued and C.A. Daykin reviewed that recently he met with Police Chief Brian Casey and the Newberg City Manager to let them know that the conversation with YCOM is taking place, and that the City of Dundee might want to revisit the Police Services Contract and clean that up, though he noted that he didn't really get that deep into dispatch as there is too much that is unknown at this point in time.

A motion was made and seconded to request YCOM to prepare a proposal to provide emergency dispatch services for the Dundee Fire Department. **The motion** passed unanimously. Sheriff Swenson noted that it will likely be a couple of months before a proposal will be ready.

Fire Department Task Force

C.A. Daykin reviewed that this topic was raised by multiple Councilors last fall. He discussed, as outlined in his meeting agenda report on page 15, that previously a study was done that evaluated the operations of the Fire Department by an outside consultant; a report was compiled which had a number of recommendations, both for the long-term and the short-term. He explained that a Task Force was next appointed to look at these recommendations and bring back their specific recommendations of how to implement these to City Council. He pointed out that those members of the previous Task Force, for the most part, did not have a lot of expertise in fire services. C.A. Daykin discussed the importance of Council articulating the specific purpose for the committee, as well as the expectations, and appointing members that have the necessary qualifications to perform that task. Mayor Russ discussed that citizens who have attended meetings and have talked to him personally have expressed a concern of the continued viability of the Dundee Fire Department, including whether the City can continue to cover the costs, afford to expand as needed (and costs associated with increased personnel), as well as will an annexation be needed on the other side of the bypass. He also discussed the importance of evaluating the options of moving to YCOM or TVF&R, and the costs and benefits of each. C.A. Daykin pointed out that knowing what the present level of service is and if the City is providing the appropriate level of service is important information as well. M. Russ discussed that from what he knows about expansion, the City will have a drop in quality of service during the growth phase; evaluating that potential issue and discussing concerns and solutions will be necessary. C.A. Daykin discussed that the way the level of service has been measured in the past was the length of time it takes to respond to calls. C.A. Daykin acknowledged M. Russ' concerns, though discussed that if in fact finding, evaluating and presenting the options are what is needed, he explained his belief that City Staff would complete that work; once the options and choices are known, potentially getting into the political process of determining what is acceptable to the community would be important if more resources will be requested or annexation is being considered, etc. M. Russ voiced support of Staff gathering information and noted that he feels political pressure to create a committee, though this may not be necessary until the appropriate information is available. C. Svicarovich voiced that she feels pressure that a committee be formed as well; citizens desire to be engaged in the process, though she supported that this should happen at the appropriate time.

C. Weaver inquired about McMinnville fire services and Chief Stock confirmed that McMinnville has a strong desire to expand fire services into the Lafayette Fire District. Chief Stock confirmed that there have been concerns voiced in McMinnville, Amity, Carlton, Lafayette

and Dayton. Additionally, he explained that McMinnville had drafted a document to takeover administrative duties of Sheridan Fire District; less than 24 hours later they pulled out and decided to go another direction. C. Weaver voiced support of being aware of what other organizations are contemplating, and whether Dundee is or should be a part of that conversation; it is his belief that the City needs to discuss where Dundee Fire can develop with more development coming. He voiced support of a committee and that public input will be needed; this would be beneficial for providing an information source for Council and an information source for Staff to be able to provide information to citizens. Additional discussion ensued and C. Weaver pointed out that the fire department needs are expanding constantly. He voiced support of exploring TVF&R as a potential option along with YCOM, while also determining what Dundee's actual needs will be.

Discussion ensued with regard to the potential structure of the Committee, as well as the amount and frequency of meetings. C. Crawford voiced support that regular monthly meetings would likely be most beneficial. Conversation ensued and C. Crawford pointed out the importance of determining the viability of the City funding a fire department given the trends, reduced volunteers and need for Staff, as well as increased costs of equipment. C. Nelson voiced his belief that with guidance Staff could look at projected growth and determine the costs to fund it; a Committee could potentially be formed once this information is more clearly known. The importance of looking to the future 10, 20 and 30 years was noted. Chief Stock discussed that a Needs Assessment Report was completed in 2006 which needs updated; this was noted to be a potential good starting point. Chief Stock suggested that going back to the consultant who completed the Study would be a good idea; measuring where the Fire Department is today against the results of study and their report should provide feedback for moving forward. Lengthy discussion ensued. The consensus of Council was to first review the 2006 Needs Assessment Report (copies to be provided to M. Russ and all City Councilors), and also ask C.A. Daykin to obtain a quote from the original consultant or other consultants to see what costs would be associated with an update. C.A. Daykin discussed that Chief Stock keeps apprised of the ongoing developments in the other parts of the County and will be reporting back to the City Council.

New Business

Tourism Video Production Agreement

M. Russ inquired as to whether C. Crawford has seen their work. C. Crawford confirmed that he has seen her work and explained that Molly Bailey had done previous work for the Tourism Committee; DNA Studios, LLC is her new company. C. Crawford pointed out that this is a good price. Additional discussion ensued and C. Crawford discussed his belief that the City of Newberg will step up and provide additional funds for more advertising, potentially even at the Portland International Airport. Video footage was noted to become the property of the City. Brief discussion ensued. A **motion** was made and seconded to authorize the city administrator to execute the Statement of Work agreement with DNA Studios, LLC. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford inquired about the unsightly RV which has remained parked on Ninth Street. C.A. Daykin informed that he has not received any new information regarding the Agreements at the City of Newberg; the last information he received was that it had to go to their City Council though he is unsure whether this has yet been scheduled. C.A. Daykin indicated that he will try to obtain an update.

C. Svicarovich discussed concern about a second RV located on Seventh Street, parked parallel in someone's front yard. It was suggested that the RV may have been parked in that location for the holidays, though it was noted to have been present for almost a month at this point. C.

Svicarovich pointed out that there is also a black trailer parked nearby. Though safety cones have been placed at either corner this was noted to be a potentially dangerous placement for a trailer given the traffic volumes in the area. The consensus of Council was to ask C.A. Daykin to contact the property owner regarding these discussed concerns, as well as ask the police to look at other locations that have unhitched trailers which have been parked on the street for an extended period of time. Additional discussion ensued.

C. Kelly inquired about the status of the previously discussed short-term vacation rentals. C. Crawford informed that he made a commitment to Council to provide some feedback from the Tourism Committee by February. He explained that the Tourism Committee will be discussing the topic at their January meeting; it is his hope that the members of the Tourism Committee who are also property managers, will work with and provide some suggestions to the Planning Commission. Additional discussion ensued and C. Crawford expressed concern that during the next economic downturn (and houses drop in price) that investors will want to purchase homes for vacation rentals.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed a recent email he sent Council regarding changing the training date from February 20 to March 20, 2019. He discussed that there is a good possibility that the hearing for the Riverside District Code update before the Planning Commission will be continued until the February 20 meeting. The COG was also noted to be having their annual dinner on the evening of February 20th as well, which created a conflict with the consultant. C.A. Daykin discussed that the two training meetings will be the first City Council meeting in March on March 5th, with the second training session on March 20, 2019. He informed that both meetings will be joint meetings with the Planning Commission starting at 6:00 pm at the Dundee Fire Station. Reminders will be sent out. C.A. Daykin discussed that there is no plan to have a regular Council business meeting on that first March date, so no agenda packet will be sent out.

C.A. Daykin informed that he and City Engineer Reid met with ODOT officials today. He noted that unfortunately ODOT Project Manager Alvin Shoblom was sick and unable to attend the meeting; C.A. Daykin was therefore unable to follow up with him on a number of questions. He discussed details from the meeting regarding the progress they are making trying to reach towards completing the project. He discussed that some of the main concerns deal with maintaining access and how to maintain access to businesses, especially during approximately a week when full depth reconstruction on the highway is taking place. One of the ODOT officials explained that they go through the same appraisal processes for this as they would for easement acquisition or right-of-way acquisition, an approximately 12-13 month process, for negotiating agreements to the impacted businesses. C.A. Daykin discussed that they indicated that it now looks like the main stay of the construction would be 2021 instead of 2020. C.A. Daykin indicated that he will be discussing this with Alvin Shoblom upon his return, and convey that the City is unhappy with the direction this is going which was also mentioned to the ODOT officials. Additional discussion ensued.

C.A. Daykin informed that he and C.E. Reid were able to meeting with Parametrix, ODOT's consultant who is dealing with design of the upgrades to the storm system as part of the highway improvements, and there were follow up discussions after that meeting; they are going to arrange to meet with Civil West . C.A. Daykin reviewed that the City was going to negotiate taking responsibility for maintenance of combining the City and the highway system as one system for these improvements, though it is unknown at this time how much will be the responsibility of the

City for maintenance of the water quality treatment facilities. He discussed that their hope is that they will be able to divert most of the City and highway water to ODOT's existing water quality facility. Additional detailed discussion ensued.

C.A. Daykin confirmed that he was unable to receive an update on the street lighting funding agreement with ODOT. C. Svcarovich discussed the importance of this being completed as soon as possible. C.A. Daykin discussed that Public Works monitors the traffic cones to ensure that they remain in place; C. Svcarovich suggested that the placement of something such as wine barrel planter boxes to provide more visual ambiance could replace the cones.

Public Comment

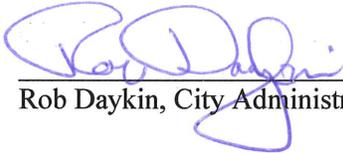
None.

The meeting was adjourned at 9:04 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder