

**CITY COUNCIL MEETING
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February 18, 2020**

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City of Dundee
City Council Meeting Minutes
February 18, 2019

Call to Order

Mayor David Russ called the meeting to order at 7:01 P.M.

Council and Staff Attendance

Present: Mayor David Russ; Councilors Kristen Svicarovich, Jeannette Adlong, Storr Nelson, and Patrick Kelly. Absent: Council President Tim Weaver and Councilor Ted Crawford. Staff members: Rob Daykin, City Administrator; Matthew Kahl, City Attorney; Greg Reid, City Engineer; John Stock, Dundee Fire Chief; and Melissa Lemen, Administrative Assistant.

Public Attendance

Rich Leipfert, Fire Chief, and Amy Hanifan, Operations Chief, McMinnville Fire Department; Bert Hanifan, Nick Lambert and Dave Silver, Dundee Fire Department.; Michelle Bechtold, Dundee Rural Fire Board; Dan Bechtold, Dundee Rural Fire Protection District; and Pat Vial, 280 NE Peach Street.

Agenda Changes

Consent Agenda Item 5.3 OLCC Liquor License Application, Corollary Wines, LLC, was removed from the meeting agenda as the application was withdrawn.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, February 4, 2020, Item 5.2 Financial Report Ending January 31, 2020, and Item 5.4 OLCC Liquor License Application, Baltic Porter Works, LLC. Councilor Patrick Kelly stated that he may have a potential conflict of interest with Item 5.4 and will abstain from voting. **The motion** passed with M. Russ, C. Svicarovich, C. Adlong and C. Nelson voting in favor.

Old Business

Interagency Fire Service Study

Rich Leipfert, McMinnville Fire Chief, introduced himself and provided a Powerpoint presentation regarding the Yamhill County Fire Departments Cooperative Services Feasibility Study, which the City of Dundee is participating in along with the other Departments in the County. Emergency Services Consulting International (ESCI) has been contracted to complete the Study. Chief Leipfert explained that the City of McMinnville funded \$50,000, while the other participating Departments have contributed \$3,000 each to assist in the overall process for the Study. He discussed that the Study is presently in Phase 1; discussion ensued. Chief Leipfert clarified that the stakeholder meetings will be advertised publicly, and all members of the stakeholder groups will be invited to attend. He discussed in detail the scope of Phase 1 and that the results will provide information about whether or not it makes sense for a Department to move into a larger group. Chief Leipfert explained that while some of the Departments have provided the necessary information for the Study, others have not yet provided all of the information required. He explained that within the company contracted with for the Study, most

of those completing the work for the statistical analysis are located in Florida; the project manager is located on the West Coast.

Chief Leipfert discussed the scope of work for Phase 2 in detail. He pointed out that the local rural fire districts will be involved in the evaluation process as well. Chief Leipfert discussed the scope of work involved with Phase 3 and the anticipated results from the Study. He explained that policy makers will be provided with a variety of different options moving forward, and the public an opportunity to provide feedback at public meetings as well. Chief Leipfert explained that ESCI will provide their final recommendations once all of the dialogue is complete and public meetings are held. ESCI will provide a final report as well as provide two formal presentations to the impacted agencies. Interested agencies will also be provided an opportunity to contract with ESCI to assist with the implementation of the strategies developed in the final report through a step process. Additional discussion ensued.

M. Russ inquired about the anticipated timeframe for the initial reports to be received. Chief Leipfert provided a project timeline on the final slide of his presentation which was discussed in detail. He explained that the red shaded boxes represent the Staff completing the data entry, reports and locating the records info to provide ESCI, as well as ESCI working on the baseline agency evaluations; the blue shaded squares represent the elected officials and public having input in the process. Chief Leipfert discussed that the project began in January and public meetings are anticipated to begin at the end of April or beginning of May. By the end of the fiscal year a summary report should be nearing completion. Implementation of a new plan would follow, with many factors impacting the length of that process.

C. Nelson discussed the influence of TVF&R geographically, especially to agencies on the east side of Yamhill County, and inquired about whether this influence has been taken into account with the Study. Chief Leipfert pointed out that though TVF&R are a mutual aid partner in the County with both ambulance and fire, they are not a partner in the Study; though indicated they are being accounted for in the Study. Discussion ensued and Chief Leipfert explained that the data will be provided so that the City of Dundee will be able to make their own comparisons and decisions moving forward. Chief Leipfert discussed some of the challenges associated with property values in Yamhill County and the fact that TVF&R must provide contiguous service.

M. Russ voiced appreciation that the City of McMinnville has taken the lead in completing the Interagency Fire Service Study, while Chief Leipfert thanked the City Council for Dundee's support and participation in the Study. Chief Leipfert also explained that 184 email surveys have been submitted to the consultant (which were given only to department members and elected officials at this time), and the results thus far show 80% support of some sort of consolidation.

2020 Street Improvement Projects

C.A. Daykin reviewed some of the details of the pre-application process for a loan through the Oregon Transportation Infrastructure Fund. He explained that loans are provided on a first-come, first-serve, basis; limited funds are available and a loan amount of \$1 million is likely an optimum amount for this type of loan package at this time. C.A. Daykin discussed that if the City's project is accepted through the pre-application process, and there is capacity in the program to fund it, then the City would be provided with an invitation to make a formal loan application.

C.E. Reid provided Council with an additional drawing of some of the 9th Street Streetscape concepts, a copy of which was added to the meeting agenda materials. C.E. Reid explained that he revised the plan view of the project site to reflect previous City Council discussion; this includes a slight modification to the width of the plantar strips. He discussed the revised concept

plans provided and indicated that he would like Council's input on the proposed layout and associated features in order to establish budgetary costs. C.A. Daykin explained that minutia design details of the project don't need to be decided upon at the meeting tonight; if the loan application is approved and the City is able to proceed with the project, Council will have an opportunity to make those decisions at that time. He explained that defining the project in terms of the type of improvements, along with the quantity of improvements, would aid in establishing a budget which could then be provided to the State for the loan program. In addition, if the project were accepted and the City made application to the loan program, City Council will need to make a decision about how the loan will be structured. Discussion ensued.

M. Russ suggested that Council should consider whether the City should complete the 9th Street work before development takes place on that street, though he did voice support of taking this beginning planning step so that decisions about the improvements are made prior to the arrival of developers. M. Russ voiced concern about the City obtaining a loan for these types of improvements prior to development occurring on Ninth Street. C.A. Daykin discussed in detail an example of a similar project situation which occurred in another City's light industrial area. He explained that a Local Improvement District (LID) would guarantee the repayment of a loan, which could be paid back even faster if development took place. C.A. Daykin shared his view that building this "backbone" of infrastructure is critical to set the stage for development to take place both in the central business district (CBD) zone and the light industrial zone along that pathway. Discussion ensued and C.A. Daykin voiced his belief that there is not a lot risk moving forward with the project with a good financial plan in place to repay the loan, though noted that this could be a future discussion. M. Russ pointed out that there is good potential for development to begin in the area though nothing is happening at the present time; he stressed the importance of making decisions carefully.

C. Svcarovich expressed concerns about obtaining a loan and completing the project only to have a builder potentially come in 2-4 years later and tear the work out to reconfigure it to suit their needs. M. Russ discussed his belief that some of the design elements should be open to interpretation based on what development occurs in the area. C. Svcarovich discussed that there could be additional challenges presented later, specifically with regard to street lighting. C. Svcarovich pointed out that the cross-section doesn't match the Transportation System Plan (TSP), so if a developer were to come in and build a cross-section, this is not what would be built. She inquired about what the City can do to ensure that the desired cross-section is built. She discussed the importance of making sure that the City holds itself to the same standards that the City would hold a developer to, and that the City is not deviating from a plan that was bought into by the public. C.A. Daykin discussed that the City does indeed have the authority to build the 9th Street project, but as a condition of land use approval the City would need to pick up the cost differential between the minimum standards established in the TSP for a developer and what project with enhanced features represents. C.A. Daykin pointed out that if the City does receive the loan, then the design details will be worked on and there will be an opportunity for public involvement.

Council discussed the following list of potential features:

Types of Hardscape: M. Russ voiced support of pavers as he felt that drainage could be accomplished under them. Hardscape with planting beds in between was discussed. M. Russ voiced support of the plantar strips being adjusted to 5 feet in width with the sidewalk width at 6 feet. C.E. Reid discussed that he could adjust the sidewalk width to 6 feet but would then need to shift the plantar strips down to 4.5 feet.

Landscaping and Street Trees: C.E. Reid explained that he created wider tree spacing in order to allow lighting to be more effective with fewer poles. C. Svicarovich suggested tree spacing of 60 feet apart in the planter strip, with spacing further apart in the center median island; further away from where the lights will be so that less shadows are created.

Features in Hardscape Areas: C. Nelson voiced support of the placement of benches and seat walls interspersed. He explained that positioning the planter area in the middle space provides flexibility to have landscaping on the sides where desired. C.A. Daykin discussed that in the proposal City Staff had planned for a concrete sidewalk, though in the planting strip hardscape area they favored that pavers would likely be the best option; pavers would be removable if the planting area were to be expanded. M. Russ voiced support that pavers would also provide some storm water process support as well. Conversation ensued regarding thoughts and ideas for storm water management in this area. C.E. Reid discussed that he made the present plan with the assumption that storm water treatment would be done elsewhere. He offered that stormwater planters could potentially be placed though they would take up hardscape space. C. Svicarovich pointed out that consideration should not only be given to the desired “look” of the project, but also to the maintenance requirements for stormwater planters on a collector street. Discussion ensued and it was noted that storm water could also be incorporated into the median area. C.E. Reid discussed that this could be a favorable option; drainage could be changed to drain to the median. He discussed that there are also a variety of plantings which could be utilized in swale areas. M. Russ pointed out that the maintenance for this type of storm water facility would also be less. Discussion ensued.

Pedestrian and Vehicular Crossings: C. Svicarovich discussed that upon reviewing the Transportation System Plan (TSP), midblock pedestrian and bicycle access ways should be provided at a spacing of approximately 330 feet. For the section of Ninth Street between Highway 99W and SW Linden Lane, C. Svicarovich voiced support that likely only one pedestrian crossing would be required; she does not believe the amount of pedestrian circulation would warrant two crossings. C. Nelson pointed out that the future needs for this area are difficult to ascertain at this time. C. Svicarovich discussed that if there were two pedestrian crossings, then they would have 260 foot spacing and if there is only one it would be at 390 feet; the standard in the TSP is 330 feet. The consensus of Council was to support of placing two pedestrian crossings.

Street Lighting: C.E. Reid reviewed that he positioned lights at each end and at each crosswalk. It was noted that lights should be spaced for both the street and sidewalks. C. Svicarovich pointed out that placement of the street lighting will impact placement of street trees; typically, it would not be desirable to have a street tree within 25 feet of a streetlight. C.E. Reid suggested the idea of using the street lighting handled with the median strip, with more decorative lights interspersed where there are pockets of darkness from the center median on the sidewalk. C. Svicarovich suggested that consideration should also be given to whether banners or flower baskets would later be placed. M. Russ voiced support that the center median lights would provide adequate lighting for the sidewalks, though the number of lights would likely need to be increased. C.E. Reid pointed out that the pedestrian crossings will need to be lighted. M. Russ favored that enough lighting is placed to eliminate large dark areas on the sidewalk. C. Svicarovich pointed out that in order to adequately light the pedestrian crossings, lights would likely be required in the planter strip locations. The consensus of Council was to provide median lighting along with proper illumination of the crosswalk areas, though without the use of additional pedestrian sidewalk lighting. Council also voiced support of banners being placed in the center median area; C.A. Daykin discussed that a placeholder could be added for some of the decorative type improvements for the project.

Other Considerations: C.A. Daykin suggested that consideration should be given to whether Council favors a roundabout at the Linden Lane or Alder Street intersections. Discussion ensued and it was noted that a roundabout at Linden Lane would not be favorable due to the impacts to residents at the intersection. The complexities associated with the addition of a roundabout at Alder Street were also discussed. C.E. Reid discussed that what he's looking at for design standards require that the middle island of the roundabout have a 50-foot radius; this alone would reach beyond the City right-of-way and would not even include the travel lane. Detailed discussion ensued. Though improved traffic circulation could be achieved with a roundabout, this was not found to be a favorable option at the Alder Street intersection as well.

C. Svicarovich voiced her belief that the median island area will likely assist in slowing traffic down and have a traffic calming effect; north of Linden Lane she does not feel there is a huge need for a median island though she also does not agree that there should be on street parking given the industrial area on one side with single family residential on the other side. C.E. Reid suggested that consideration be given to whether some on street parking should be provided or whether the onus of parking fall to the properties and the developers. M. Russ and C. Nelson voiced support of providing some on street parking to assist in creating a pedestrian friendly environment.

C. Svicarovich inquired about whether the project design would be completed in-house or by a hired consultant. C.A. Daykin discussed that the loan would cover all costs except for the overall undergrounding costs; hiring a consultant could be considered. C. Nelson noted that there have been a lot of discussions recently about Fifth Street, Sander Park, as well as a potential new school, and he inquired about this whether this may be a more eminent portion of 99W to look at. C. Adlong explained that Casey Creighton provided an update from Chehalem Park & Recreation District (CPRD) about the Jan Sander property at a recent Parks Advisory Committee meeting. She explained that Creighton discussed that Jan Sander is planning to provide some funding towards the development of the property and is interested in providing what the community wants, including potentially a commercial kitchen. Discussion ensued. C. Svicarovich explained that though she feels Fifth Street does have a lot of potential at this time, return on investment for urban renewal dollars with likely property value increase though this process would not be captured with the park/public space. C. Nelson pointed out that though it is public domain, it does have the potential for increased pedestrian use, especially with the development of Sander Park. C.A. Daykin voiced support that the 9th Street project would have the most significant impact in terms of urban renewal because of the potentiality of new development on both sides of the street; completion of the 9th Street project could potentially eliminate a significant barrier to future development. C.A. Daykin explained that he also views this project as a model; once the combination of funding is determined, this could potentially be carried forward to other similar projects. C. Svicarovich requested C.E. Reid to evaluate all utilities in the 9th Street area to see if any additional changes/upgrades need to be completed. M. Russ pointed out that the loan cannot be used for the undergrounding and expressed concern about those costs, though C.A. Daykin discussed the City could take advantage of State law which provides for forced undergrounding (at least for the PGE utility). Additional detailed discussion ensued.

The consensus of Council was to authorize Staff to move forward with the cost estimates and pre-application for a loan through the Oregon Transportation Infrastructure Fund. C.A. Daykin discussed that if the City receives approval to move forward, there will be additional future discussion about how the loans will be paid back; the City may want to engage some of the major property owners at that time as well.

New Business

Water Bill Appeal

Council discussed the water bill appeal. M. Russ inquired about whether any diagnostics have been completed on Pat Vial's water meter. C.A. Daykin discussed that he is uncertain of whether that can be accomplished, though testing for accuracy may be able to be done. He explained that City Staff have not talked to the vendor to find out if the meter could be deconstructed somehow to find a problem if such a problem existed, though it was noted that there would be a cost associated with this. The consensus of Council was to waive the sewer charges in the amount of \$76.25.

Pat Vial, 280 NE Peach Street, approached Council and disputed being charged for the additional water in the amount of \$25.66, and voiced her belief that she didn't use any extra water. She referenced her letter and reiterated that there have been no unusual circumstances that should have resulted in the billed water usage. Discussion ensued. Vial discussed that her concern is that if she is being charged extra now, what will result next month if the same scenario plays out; she stated that she believes the water meter is faulty. Vial reviewed that Public Works Supervisor, Chuck Simpson, check come to her property and checked for a leak on a couple of occasions though none was found. Vial expressed concern about the accuracy of her water meter moving forward. C. Nelson voiced that if an increase does occur again, Council would take into consideration the events of the past; it could be reviewed again. C.A. Daykin confirmed that the meter head was replaced (which will provide better information to Staff), though the overall meter structure has not been replaced. Discussion ensued and C.A. Daykin explained that whatever incident took place with regard to the increased water usage, took place somewhere between the start and ending of that billing cycle though there is no information about the date or length of duration of the high-water use. Additionally, he explained that if this happens again, the new meter head will be able to pinpoint and provide detailed information about the occurrence. M. Russ explained to Vial that the City relies upon the accuracy of the water meters, though Vial pointed out that her water meter wasn't accurate 3 years ago (as noted in her letter), which she brought before City Council at that time as well. C.A. Daykin clarified that Vial's experience three years ago wasn't due to the water meter being inaccurate, rather it had been programmed incorrectly and was reading in units of 100 instead of 1. This issue was corrected. Vial discussed that there are only two people living in the home and their water use is very consistent from month to month. Vial thanked the Council for their consideration and voiced that moving forward she would like some confidence that the meter is accurate, and this scenario doesn't happen again. C.A. Daykin explained that when these types of events do occur, a note is placed in the customer file if an adjustment is made along with an explanation of the circumstances. C.A. Daykin reviewed the City's annual irrigation rate process. C. Nelson voiced support of Vial's recent increased water usage not impacting her future irrigation rate calculation for the year. A **motion** was made and seconded to adjust Pat Vial's utility billing for the month of January in the amount of \$76.25 for excess sewer charges. **The motion** passed unanimously. C.A. Daykin confirmed that the adjustment will be reflected on Vial's future utility billing statement.

Council Concerns and Committee Reports

C. Kelly discussed that his neighbors have expressed concerns to him about a low flying helicopter in the area recently. Discussion ensued and C. Kelly described that he's seen the low flying helicopter on several occasions recently flying through town.

C. Kelly discussed trail concerns at Viewmont Greenway Park. C.A. Daykin reviewed that this damage was caused when heavy pieces of playground equipment were brought into the park previously. He explained that the intent is for repairs to be completed once an asphalt contractor is available; sections may be cut out and replaced with hot mix.

C. Adlong confirmed that Viewmont Park did received \$1500 worth of trees today, which equated to 14 large trees. It was noted that the grant funds have now been fully expended and C.A. Daykin confirmed that grant can now be closed out. C. Adlong assisted public works in recommending placement of the trees.

Mayor's Report

M. Russ briefly discussed that apparently a property in Dundee recently sold to someone named Demetri; he has received three phone call messages from someone by this name who indicate that they have purchased property in the City. Though the caller indicates they wish to speak to him about what the City's plans are moving forward, though upon returning the call no one has yet answered. C.A. Daykin responded he has not received any recent inquiries, but that is the name of the same person that bid against the City for the small parcel next to First Street that Yamhill County was selling.

City Administrator's Report

C.A. Daykin discussed that he met today with McMinnville Water & Light, the Cities of Lafayette and Carlton. He explained that they meet on a periodic basis to talk about their arrangement for shared water use and future construction of a water treatment; C.A. Daykin has recently been invited to attend the sessions. He explained that they just awarded a bid to complete 1.7 miles worth of transmission line for an inner tie to Lafayette. He discussed that they are continuing to seek additional senior water rights that will not be subject to the fish persistence rules for the Willamette River basin. C.A. Daykin explained that when he inquired about a timeframe for when they expect to be designing and going out to bid for a water treatment plant, they thought it would be 10-15 years. Discussion ensued and it was noted that reason the group is moving towards this solution is to improve redundancy of the supply; everything they have right now is from one source impounded by an earthen dam, though less than half of the current system's maximum capacity is presently being used.

C.A. Daykin discussed that he and Michael Humm, Engineer, Kennedy Jenks, met with Tribeca last Thursday. He explained that Tribeca brought another consultant that does the dewatering work; they came onsite and did some measurements and sampling. C.A. Daykin explained that the hope is to work with Tribeca to negotiate a Managed Services Program for the land application. He noted that they discussed the farm sites which they have available as well as discussed how much material is desired to be removed over a period of time. Though additional information needs to be evaluated, C.A. Daykin voiced that he is really optimistic that the City is headed in the right direction.

C.A. Daykin discussed that Firefighter, Chad Jones, has resigned from his position effective February 21, 2020. Jones will be working for the McMinnville Fire Department; he lives in McMinnville and has a volunteer association with them as well. C.A. Daykin discussed that City Staff will be offering the position to one of the long-standing volunteers who has a lot of certifications and will also be able to take on a fire engineer position which has been vacant.

C.A. Daykin reviewed that he had reported previously that City Staff had received a request to meet with the Lindquist Family & their group to discuss another potential investor. He explained that as the meeting date neared, he did hear back from Rod Grinberg who asked similar questions as in the past about changing the zoning, etc. C.A. Daykin discussed that following additional discussion the meeting was cancelled and will be rescheduled at a later date if they need to meet.

C. Svicarovich announced that the Newberg School District will be holding a meeting next Tuesday, February 25, 2020 about the bond issue.

Public Comment

None.

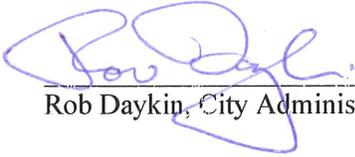
Executive Session

The City Council entered Executive Session at 8:40 P.M. in accordance with ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session ended at 9:02 P.M and City Council did not reconvene.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder