

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
April 2, 2019**

Call to Order.....	2
Council and Staff Attendance.....	2
Public Attendance.....	2
Agenda Changes.....	2
Public Comment.....	2
Consent Agenda.....	2
Old Business.....	2
Ordinance No. 568-2019 Locust Street LID Assessments.....	2
New Business.....	2
McMinnville Fire Service Consolidation Study.....	2
Council Concerns and Committee Reports.....	3
Mayor’s Report.....	4
City Administrator’s Report.....	4
Public Comment.....	6

City of Dundee
City Council Meeting Minutes
April 2, 2019

Call to Order

Mayor David Russ called the meeting to order at 7:09 P.M.

Council and Staff Attendance

Present: Mayor David Russ; Council President Tim Weaver; Councilors Jeannette Adlong, Kristen Svicarovich, Patrick Kelly and Ted Crawford. Absent: Councilor Storr Nelson. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance

Jeanne Callahan and Will Ramis.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 Joint City Council/Planning Commission Minutes, March 5, 2019; Item 5.2 City Council Minutes, March 19, 2019; and Item 5.3 Joint City Council/Planning Commission Minutes, March 20, 2019. **The motion** passed unanimously.

Old Business

Ordinance No. 568-2019 Locust Street LID Assessments

C.A. Daykin pointed out that the Ordinance does provide the cost information associated with the installment payment plan option for those property owners who might elect that option. He also stated that he spoke with Don Clements, Superintendent, Chehalem Park & Recreation District (CPRD), today who indicated that CPRD will pay their assessment and likely won't participate in an installment payment plan. C.A. Daykin noted that it is already known that six properties already have money set aside in escrow, so those property owners are unlikely to participate in the installment payment plan, which leaves only one property on the northwest corner of Eighth Street and Locust Street remaining. Additional discussion ensued. C.A. Daykin pointed out that final total assessment for each of the six residential lots is within about \$44.00 of the original estimate provided. C.A. Daykin discussed that the City has heard back from Del Boca Vista representatives; City Engineer Reid is trying to arrange a time to meet with them to discuss the costs of the relocation of the meters. **A motion** was made and seconded to adopt Ordinance No. 568-2019, an ordinance levying final assessments for the Locust Street Local Improvement District No. 2016-01. **The motion** passed unanimously.

New Business

McMinnville Fire Service Consolidation Study

M. Russ voiced support of Dundee's participation in the McMinnville Fire Service Consolidation Study and indicated that he is very interested in a County District, though noted that Chief Stock

doesn't feel that this Study wouldn't completely supersede the ESCI proposal presented to the City earlier this year. M. Russ discussed his belief that the biggest challenge for the Fire Department moving forward will be the population growth in the City. Additional discussion ensued.

C. Crawford discussed his belief that the biggest issue presented is with regard to radio communications in the County. He stressed the importance of this Study being completed in order to upgrade the western half of Yamhill County to a more up to date communication system. Discussion ensued with regard to radio communications within the County. C. Crawford pointed out that the EMS radio communication infrastructure worldwide is moving toward digital; eventually everything will be digital. Discussion ensued with regard to the expense and complexity of the radio system due to the unique landscape of Yamhill County.

C. Weaver voiced strong support of Dundee participating in the Study. C. Weaver expressed concern that the Yamhill County communication system is outdated and needs updated. Discussion ensued. C. Weaver pointed out that the City of Newberg is strides ahead of similarly sized communities with regard to their communications system; though the system is not without some imperfections, it is better overall for both urban and rural applications.

C. Svicarovich voiced support of participating in the Study as well and noted that her only concern is the potential for cost overrun in which case McMinnville would potentially ask for support from the City. Discussion ensued with regard to the earlier ESCI proposal to Dundee and the fact that if the City pursues that Study there would be no additional funds available to provide for the Consolidation Study, if needed. C.A. Daykin informed that he discussed the Consolidation Study with the ESCI consultant. He explained that though they were approached as a possible consultant for the McMinnville study, an RFP process will be required. C.A. Daykin pointed out that the Consolidation Study would pick up much of what the ESCI Study would have done otherwise. Discussion ensued and C.A. Daykin suggested that a parallel study would not likely be required at this time if the City opts to move forward with the Consolidation Study. C.A. Daykin explained that Chief Stock is interested in a revisit of the salary compensation component of the Study which he indicated the City could address. C.A. Daykin discussed that the body of work to be completed by the Consolidation Study consultant will be unveiled during the RFP process; Council could then determine whether supplemental information may be desired from either the established consultant or a separate one. C. Crawford discussed that obtaining information pertaining to what can be done to allow Dundee to continue to be a standalone fire department versus Dundee joining fire departments across the County needs to be obtained. C.A. Daykin reviewed that the focus of the Consolidation Study is going to be on the new District responding to where the needs are for both fire and rescue services; often times the benefits of these types of consolidation studies are some degree of greater efficiencies and reallocation of existing resources, though in some cases more stable funding may be required to support the District. The benefits of having additional staff resources were acknowledged. A **motion** was made and seconded to confirm the City of Dundee's interest for participating in the fire district consolidation study initiated by the City of McMinnville. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford discussed that the Chehalem Valley Chamber of Commerce took over the Taste of Dundee event approximately three years ago (this would have been their third year of organizing the event), though they have decided that they no longer wish to organize such tourism events. He explained that the Chamber has been trying to find other interested parties to take over the Taste of Dundee and purchase the intellectual property, and any materials they have, in the amount of \$1,500. Detailed discussion ensued with regard to the evolution of the event logo and

advertising components. C. Crawford discussed that Dobbes Winery decided that they may want to sponsor the event this year and recently approached the Tourism Committee to discuss whether the Committee would be willing to upfront some of the costs for the event. He explained that the consensus of the Tourism Committee was that given the fact that this is a May event, this is too short of time to put on a successful event; the risk of the event failing is too great to expend potentially \$10,000 of Tourism dollars towards the event. C. Crawford also discussed that it was the consensus of the Committee to take on the Taste of Dundee though a price, if any, would need to be negotiated. To that end, Shannon Buckmaster, Director, Chehalem Valley Chamber of Commerce, had a legal document (memorandum of understanding) prepared offering to sell it for \$1,500 for some materials which may not all be utilized. C. Crawford pointed out that though the Chamber thought they had some kind of ownership of the event, those that organized it originally provided \$8,000 of profits from previous events to put towards future events. It was noted that a bill of sale may be a better option as opposed to a memorandum of understanding agreement. Discussion ensued with regard to providing some amount of good will to the Chamber, though clearing up the details surrounding ownership is also an important matter to address. C. Crawford explained that the Tourism Committee is not an entity which can bind the City to any kind of contractual obligations; C.A. Daykin pointed out that any agreement would come back to City Council. C. Crawford discussed that 2019 will be a gap year with the plan to organize a future Taste of Dundee event for 2020.

C. Kelly inquired about previously discussed tax abatements for the Fire Department Volunteers. C.A. Daykin discussed the complexities surrounding the issue and pointed out that at this time the Volunteers are receiving compensation and the City is presently recognizing that tax obligation. Any compensation or other items provided that have value are considered earnings and must be reported. M. Russ explained that the goal was to add an additional incentive to volunteering. C. Svicarovich pointed out that once the Fire Department Study is complete, evaluating the volunteer program would make sense. C.A. Daykin discussed that the system used presently has been in place for a long time using a point system to allocate the City's contribution to the volunteers on a quarterly basis.

C. Svicarovich inquired as to whether the City should reach out to the Rural Fire District, given that Council tonight confirmed the City of Dundee's interest for participating in the Fire District Consolidation Study. C.A. Daykin explained that Chief Stock will initiate that discussion with the Rural Fire District as they will need to be aware and involved as well. He explained that at this time the Rural Fire District has an Agreement with the City of Dundee for fire protection services which runs with the length of their debt service that helps pay for approximately one-third of the fire station construction project. Discussion ensued with regard to potential options for the District in the future.

C. Kelly noted that the RV located at Ninth Street, which was previously discussed, has been removed though it was noted that the couch remains. Mayor Russ stated a neighbor actually had the couch removed. C.A. Daykin informed that the City of Newberg did adopt a new contract with a hauler. He explained that if a similar situation arises in the future with regard to an abandoned RV (or any vehicle) in Dundee, a resource for removal is now available with no cost to the City.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin informed that Porter Construction is approaching completion of the Dundee Fire Station repair work; the work should be done in approximately three weeks. Though Porter

Construction was noted to be doing good work, C.A. Daykin pointed out that there have been a lot of change order work outside of the base bid, totaling approximately \$104,000 since the last invoice. Additionally, he pointed out that a lot of the allowances which were included in the bid structure Porter Construction did not have to perform; while savings were reflected, the work was noted to be approximately \$25,000 over budget. C.A. Daykin explained that Greg Murdock, Consultant, Construction Defect Consulting, has initiated a conversation with Porter Construction with regard to work contained in the base bid which was also not required to be completed. He informed that a reduction change order has been requested though Porter Construction has indicated that those base bid costs are billed lump sum. C.A. Daykin discussed that City Attorney Dan Olsen has been engaged with regard to this process and Porter will also be reengaged. It was noted that the hope is that there will be enough of a reduction that the City will break even. C.A. Daykin explained that the next step in the process is to notify Baldwin that Porter Construction is almost complete and that they can get ready to mobilize, provide the City a schedule and provide the submittals for the concrete slab floor work they plan on doing in accordance to plans reflected in the Settlement Agreement. It was noted that Mackenzie, is one of the signers on the Settlement Agreement and cannot be relied upon for any additional assistance. C.A. Daykin explained that Jim Omundson, representing the City on the Porter Construction work is over the \$31,000 budgeted for those services and the City will also rely on Jim Omundson for the work with Baldwin. It was noted that the fire department floor work includes essentially resurfacing the concrete floor with an epoxy-type of mixture.

C.A. Daykin informed that Public Works Supervisor, Alan Mustain, has provided written notice that he will be retiring from his position at the City effective June 30, 2019. C.A. Daykin asked Council to consider how they would like to proceed moving forward with Mustain's position; this will be added to the April 16, 2019 City Council meeting agenda. Additional discussion ensued and it was noted that other cities have found incredible difficulty in hiring employees with required certification for wastewater or water systems. C.A. Daykin pointed out that the City of Dundee cannot compete with larger or midsized cities and Mustain's replacement could potentially be a challenging endeavor. It was noted that public works employee Chuck Simpson already possesses the certificates required for the position and would be an eligible candidate.

C.A. Daykin discussed that the house at the southwest corner of Seventh Street and Linden Lane is being remodeled and the new owner approached the City as they would like to install a garage facing Seventh Street. It was noted that the driveway from Seventh Street will meet the City requirements. C.A. Daykin discussed that though the property owners are willing to place a sidewalk along with a driveway meeting ADA requirements, but the City doesn't have the right-of-way. He explained that this part of the street right-of-way is only 50 feet wide; the street is off-centered so there are only a couple of feet off of the curb of right-of-way. He asked Council to consider allowing the existing curb tight 5-foot wide sidewalk ending at his property line to continue down to the Linden Lane corner and try to negotiate acquisition of additional right-of-way to cover that additional facility. C.A. Daykin acknowledged that the situation will become challenging at the corner where the ADA ramps are located; discussion ensued. C.A. Daykin clarified the exact property location and explained that the property owners would not be installing sidewalk on Linden Lane, only Seventh Street. He confirmed that while the property is not located in the urban renewal plan area, Linden Lane is which may use urban renewal funding for the intersection improvements. Council consensus was to allow the continuation of the existing five-foot wide curb tight sidewalk as proposed.

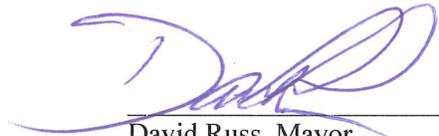
C.A. Daykin discussed that the City recently signed an amendment to the Riverside District TGM Grant extending the deadline date from June 30, 2019 to August 30, 2019. He explained that additional time is needed to address some issues which have recently surfaced. It was noted that there is a Planning Commission meeting tomorrow night; it is likely that the Hearing will

continue until May before a recommendation on Development Code amendments and zone changes to implement the Riverside District Master Plan will come back to City Council.

Public Comment

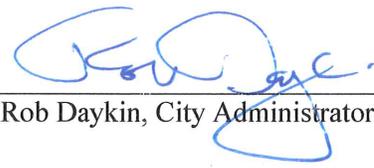
None.

The meeting was adjourned at 8:46 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder