



CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

801 N. Highway 99W, Dundee, OR 97115
City Hall Phone: (503) 538-3922 Website: www.DundeeCity.org

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

MAY 7, 2019 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
5. Presentation: If I Were Mayor Contest Award Presentations
6. 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.
 - 6.1 City Council Minutes, April 16, 2019 Pages 1-8
Action Required: Motion to Accept the Consent Agenda
7. Old Business:
 - 7.1 2019 Street Improvement Projects Pages 9-12
Discussion
 - 7.2 Ordinance No. 569-2019, Department Head Hiring Pages 13-14
Action Required
 - 7.3 YCOM Fire Department Dispatch Proposal Pages 15-16
Discussion
8. New Business:
 - 8.1 Duty Officer Pay Pages 17-18
Action Required
 - 8.2 Conflagration Reimbursement Adjustment Pages 19-22
Action Required
 - 8.3 Outside Water Service Expansion Pages 23-30
Action Required
9. Council Concerns & Committee Reports

10. Mayor's Report
11. City Administrator Report
12. 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.
13. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Street Lighting
 - 1.2 ODOT Phase B Highway 99W Improvements
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
 - 2.4 Pending Type II or Type III Land Use Applications:
 - 2.4.1 (none)
3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 LID 2013-01 Final Assessment Ordinance
 - 3.3 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. 570-2019
 - 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
April 16, 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; Council President Tim Weaver; Councilors Jeannette Adlong, Storr Nelson; and Ted Crawford. Absent: Councilors Patrick Kelly and Kristen Svicarovich. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney (7:09 pm); Melissa Lemen, Administrative Assistant; Chuck Simpson, Public Works; and Beth Tint (7:31pm)

Public Attendance

Carina McGaugh, 471 SE Parks Drive; Dave Huber, District Manager, and Dean Kampfer, Municipal Marketing Manager, Waste Management of Oregon, Inc.; and Will Ramis.

Agenda Changes

None.

Public Comment

Carina McGaugh, 471 SE Parks Drive, approached Council with a request for a second water meter. She explained that although her property is located outside of City limits, she presently does have City water service and also a septic system. McGaugh explained that presently there are two homes on the property which are being served by one water meter. She discussed that one of the dwellings is being replaced with a new home on the other side of the property and they would like to request the addition of a separate water line for the second new dwelling. McGaugh clarified that there will be no change to the water usage. C.A. Daykin discussed that if a new meter service is being installed that is tapping back into the water main there would be an SDC charge of approximately \$6,000 and the cost of meter installation. Council found no objection to the request. McGaugh requested forms which she could then provide to the contractor to include with their bid to cover the costs associated with the meter. McGaugh will stop by City Hall tomorrow to discuss the process in greater detail with City Staff.

Presentation

Dave Huber, District Manager, and Dean Kampfer, Municipal Marketing Manager, Waste Management of Oregon (WM), introduced themselves to Council and provided WM's 2018 annual report. Huber pointed out that there are no rate increase requests at this time. He discussed WM's annual report and noted that they are projecting an 8.02% rate return on revenue for 2019. Huber reviewed that the rate increase that was passed last year was effective on July 1, 2018, so the full rate increase will be reflected in 2019. He pointed out that commercial customer accounts are down somewhat though residential customers are up from 2018. Huber discussed that their efficiencies as a whole for their operations were increased in every line of business. He discussed that five new trucks have been added over the past year and a half, an investment of \$1.7 million, which increased efficiency. Huber discussed the spike in costs of disposal fees (including recycling), and reviewed additional highlights from their report. It was noted to have been a successful year for WM in Dundee with regard to the grape harvest over a period of time beginning at the end of August through the first part of November. Kampfer discussed that recycled materials are continuing to flow to markets, though to new foreign markets apart from

China. He explained that there is a big drive to bring a lot of the processing of recycling materials and converting to new materials domestically as well. Though there is demand, Kampfer explained that there is a lower price (value) which is driven by transportation costs as well as cleanliness requirements; the new markets cost more in transportation and the new cleanliness requirement is no more than 0.5% contaminants which requires more processing. Additional detailed discussion ensued and it was noted that the plastic 1's and 2's have a very strong market. Clarification was provided that when WM receives bottles/cans for which a deposit has been paid, they are only allowed the material value on those items and unable to redeem the deposit.

C. Adlong inquired about whether the glass recycling program has been successful at the City of Newberg and if this could be a potential option for Dundee. Huber discussed that the Newberg glass recycling program started last April and has been very successful with a participation rate of just over 50%. It was noted that at this level customers are paying approximately \$3.22 a month for this subscription service; if the participation rate drops below 50% then the rate will increase to just over \$5.00. Glass recycling is picked up every other week in Newberg. Huber offered that they would be happy to look at this service for the City of Dundee if Council so desired; options which could be considered include a subscription service or including glass recycling for everyone. C. Crawford inquired about how much glass WM estimates they recycle as a whole which Kampfer indicated is approximately 11% presently, though he noted this figure is higher in Newberg. He also explained that typically the average citizen in most programs generate approximately 60-70 lbs. per year of glass, though in Newberg this figure is 80-90 lbs.

C. Adlong discussed that she has noticed an improvement in the garbage service over the past couple of years. She expressed her opinion that WM is very timely and very dependable, and the trucks aren't as loud or leaking oil as much as they used to. C. Crawford pointed out that garbage is consistently picked up weekly at the same time. Huber discussed WM's goal of providing safe consistent service. Discussion ensued and C. Weaver noted that the new trucks do make a difference, especially in dumping, and they are much quieter; the drivers also follow the basic rules of the road. Huber discussed that one challenge is the fact that there is only one commercial trash truck on a daily basis for the City of Newberg, Dundee and the County. C. Crawford inquired as to whether the bypass has been beneficial for WM to which Huber confirmed that it has been very beneficial, especially on Tuesdays when they are in Dundee.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 6.1 Joint City Council/CPRD Minutes, February 7, 2019; Item 6.2 City Council Minutes, April 2, 2019; and Item 6.3 Financial Report Ending March 31, 2019. **The motion** passed unanimously.

Old Business

Department Head Hiring

C. Adlong voiced support that Council should be included in the process of hiring Department Heads. C. Nelson voiced agreement and supported Option 2, as did C. Weaver, C. Crawford and Mayor Russ. C.A. Daykin discussed that he could bring back an ordinance to make that change to be voted upon at the next available Council meeting.

With regard to the other provision in that same part of the Code regarding the powers and duties of the City Administrator, C.A. Daykin discussed that if it is Council's desire to consider the possibility of bringing back a Charter change to the voters at some point, it may also be a good opportunity to rethink the position as well as other aspects of the City Charter; this is a completely different process and greater endeavor. Council could also choose to leave the old language for now and readdress that at a later date, if desired. M. Russ inquired as to what level

of involvement that C.A. Daykin has with Public Works in terms of maintenance scheduling. C.A. Daykin discussed that he does have a role in terms of street surface maintenance issues and indicated that he has some involvement in terms of overall direction on certain activities though not day-to-day observing of the public works crew. C.A. Daykin recommended establishing a Committee to work with the City Administrator if Council would like to see the establishment of a city manager position in the future; along with a City Charter amendment following a comprehensive review process. M. Russ offered that he is trying to determine the level of supervisory duties required of the Public Works Supervisor position and suggested that if C.A. Daykin is doing administration, supervision and scheduling of maintenance duties then maybe what is needed is more of an internal manager or lead rather than an actual department head.

Public Works Supervisor Appointment

A **motion** was made and seconded to appoint Chuck Simpson to Public Works Supervisor starting July 1, 2019. C. Weaver inquired as to whether this would be a probationary appointment to which C.A. Daykin explained that under the personnel policies the position would begin as a six-month trial period; at the end of the six-month trial period the employee would be moved to regular employment status. C.A. Daykin discussed that what is unusual in this instance is that Simpson is not a new employee, though there would be the opportunity to do a six-month review to determine whether or not to continue the trial period. C. Weaver inquired as to whether or not Simpson would still have the option of moving back to his current role if he did not wish to continue in the new position or it didn't work out. Though C.A. Daykin indicated that he doesn't anticipate that scenario, he discussed that the City would need to replace Simpson's current position and thus there wouldn't likely be a need to fill that role. It was noted that Simpson has been an employee of the City for close to 20 years and well knows the routines and expectations of this position, and he has been growing over the past few years striving to fill that role. C.A. Daykin confirmed that the person filling Simpson's current position would also have a probationary period. C. Weaver voiced support of training replacement employees and noted the benefits in doing so. C. Nelson voiced his opinion that while it is nice to train up employees, it is also nice to be able to compare with potential candidates from the outside. M. Russ shared that as a standard course of business he is against automatic hiring; it is his belief that checking out all options is the best course of action for hiring new employees. C. Weaver voiced support that hiring Simpson seems appropriate in this circumstance as the employee is solid and Staff is confident in his abilities; there should be some reward in an employee completing self-improvement tasks and the City should give that employee some benefit of the doubt.

If approved, C. Nelson inquired as to whether there may be something which could be added to Simpson's replacement position that would broaden the capabilities of the Public Works Dept. C.A. Daykin explained that he has discussion regarding this with both Alan Mustain and Simpson. He explained that his thought is to bring someone in at a lower level and have them obtain their certificates for Collection 1, Treatment 1 and Water Distribution 1, which will take some time. He noted that finding the right person who has the skillset and is trainable is vital. C.A. Daykin discussed that filling Simpson's Utility Worker 3 position would be the ultimate desired goal. He discussed the value of having employees who are Cert 2 within a small PW department; this allows better coverage when Staff is shorthanded.

C. Adlong inquired about the possibility of having more diversity in the Public Works Department. C.A. Daykin discussed that all of the public works positions are physical jobs and that Cert 1's must be obtainable within a reasonable period of time. He also noted that a position such as this may also be unappealing to many. C.A. Daykin discussed that similar positions which have opened in other cities have been difficult to fill with qualified candidates; oftentimes employees must be trained up to where they need to be. C. Nelson pointed out that the construction industry is a male dominated industry. Simpson was asked to come forward to

discuss the role of the utility worker in more detail. The job description for the utility worker position was reviewed, including the requirement of lifting 50 lbs. frequently and 100 lbs. occasionally. C. Adlong expressed concern that lifting this amount of weight would be difficult for anybody. Simpson discussed that lifting 100 lbs. would likely be an infrequent task though is a requirement of the position, and he described the other responsibilities associated with the position as well. **The motion** passed with C. Weaver, C. Nelson, C. Crawford and C. Adlong voting in favor; M. Russ voting nay.

New Business

PGE Undergrounding Conversion

M. Russ inquired as to whether or not it is common for Cities to pay for the property owner portion of undergrounding utilities to which C.A. Daykin indicated is not common, though is more common if there are the means to do it through urban renewal. C.A. Daykin reviewed his agenda report beginning on page 55 of the packet. He discussed that it appears that it was the City's goal to see the undergrounding of the overhead Frontier lines along the Highway, which is why the City has invested over \$300,000 in making that happen up to this point. He explained that in order to eliminate the Frontier Communication poles, the City will also have to work with PGE, which is also attached to some of the Frontier poles. C.A. Daykin discussed that one means of dealing with the removal of PGE from the Frontier poles is through forced undergrounding. The process by which City Council could initiate the forced undergrounding by order or ordinance was discussed. C.A. Daykin explained that the reality of this process is that PGE only completes work up to the property line; while PGE will underground it (including removing it from the Frontier pole), if there is no current underground service connection they will then place their own pole there to continue overhead to that property. In short, he noted that it doesn't seem to make sense to take out the Frontier pole only to have PGE place their pole. C.A. Daykin discussed that in order to make the undergrounding work, the private property owners will incur some costs to bring underground power to a new meter base that PGE can serve, and potentially there could be some other requirements for updating some parts of the system to meet electrical code. He discussed that this is a process that urban renewal could pay for to make it work; the other choice would be to ask the property owners to pay for it themselves. C. Crawford suggested that potentially a portion could be paid for from the property owners with a portion from urban renewal as well. C. Crawford inquired about what the costs are associated with the work. C.A. Daykin indicated that though he does not yet have the cost information, he is hopeful he will have it before an ordinance is prepared for Council's consideration.

M. Russ inquired as to whether or not the City has an ordinance in place which requires property owners to underground their utilities. C.A. Daykin discussed the requirement to underground existing overhead utilities is a provision in the Dundee Development Code, but is only applicable with certain land use applications. He pointed out that for an existing structure which is not going through any kind of land use process; there isn't a means to require them to incur the expense of converting the overhead facilities to underground. Additional discussion ensued and C.A. Daykin pointed out that undergrounding of utilities is a goal of urban renewal. Thoughts and ideas were discussed amongst Council, and concerns were expressed regarding potential costs. C. Crawford pointed out that the new street lights will look immensely better if the Frontier and the cross street laterals are removed. M. Russ inquired as to how long it will take to work the details out with PGE with regard to completing the work. C.A. Daykin discussed his belief that if the order were given tonight then it may be possible to bring back an ordinance for Council's consideration by the first part of June; following that PGE would then need to go to the Public Utilities Commission (PUC) to get approval for a rate tariff change. He explained that there is a notification process to the citizens (the rate payers) so there are political implications to consider as well. At this time it is not known when the work would be completed.

M. Russ suggested contacting property owners via letter to inform them that this City is planning to complete the undergrounding of the utilities, which would then require them to connect to the undergrounding. Discussion ensued and it was suggested that sending out a letter notifying property owners and acknowledge that there will be costs associated with undergrounding the private portion, though the City may help, could be helpful in making decisions pertaining to funding. Potential cost variables were discussed. C.A. Daykin reviewed that the consensus of Council was to begin the dialogue with PGE about setting up a forced undergrounding project, with the idea that a representative from PGE would come back to a Council meeting to review the costs; Council could then make a decision. Additionally, consensus of Council was also that a letter be sent to the affected private property owners explaining the project and notifying them that there will be costs associated with completion of the undergrounding portion on private property. Lengthy discussion ensued and the consensus of Council was that the utilities will be undergrounded, including the private property portion, though the funding source will be determined at a later date. C.A. Daykin discussed that he will find out what the requirements are from PGE with regard to the project. A **motion** was made and seconded authorizing the city administrator to consult with PGE regarding the scope of work and project cost estimates for the purpose of preparing an ordinance ordering the PGE overhead services currently attached to Frontier Communication poles to be placed underground. The **motion** passed unanimously.

Council Concerns and Committee Reports

C. Adlong discussed that she viewed the hundreds of trees that have been planted on the bypass connection to Highway 99W near Niederberger Road. She explained the importance of watering the trees as summer approaches, and inquired about whether this is something that public works will take care of. C.A. Daykin invited Simpson to come before Council to discuss the topic. C.A. Daykin noted that there are a lot of trees planted, though likely with the expectation that there will be some die off. He indicated that he had consulted with C. Adlong to help identify the appropriate spacing of the trees, and try to make some improvements including forming mulch areas which form a well around each of the trees that will be watered. He discussed the potential use of a hose system and a vehicle to access the area and fill each of the created wells with water on a periodic basis. It was noted that the trees should only require watering on a periodic basis, such as every week or two, if it's not too hot. C.A. Daykin clarified that the City will only be concerned with watering the trees on the Niederberger Road side of the bypass facing Dundee. C. Nelson suggested approaching the nearby bed & breakfast business to see if they would be willing to assist on the back portion of the bypass. C. Crawford discussed that he and Mark Moisan (bed & breakfast owner) are in rotary together and he will broach the subject with him tomorrow. C. Adlong informed that she will put tape around the trees she feels should be watered. She also indicated that there is now a hole in the fence which was placed by ODOT; ODOT will add a gate at a later time per Simpson.

C.A. Daykin inquired as to where things stand with regard to preparing the trees at the Parks Drive location for irrigation. Simpson discussed that PW had tried to till the area though it is still too muddy at this time. Once things try out they will attempt to till it again. C.A. Daykin reviewed that the City will be responsible for taking care of the trees between the bypass and the private property line near Parks Drive, as well as in the open area where the overpass bridge is located. It was noted that the open area at the end of Edwards Street is a water quality facility maintained by ODOT and will not be planted with trees. Proper tree care was briefly discussed.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that the City has received payment in full from Del Boca Vista in the amount of \$9,060.98 representing the additional costs with the Locust Street LID in order to relocate improperly placed water meters.

C.A. Daykin discussed that the annual "If I Were Mayor..." contest is quickly approaching. He inquired as to whether Council desires to be a part of the winning entry selection process and, if so, how this process will occur. C.A. Daykin discussed the contest and reviewed the process that occurred last year with regard to the judging of entries and awards presentation. The consensus of Council was to host the judging portion of the contest at City Hall; Council members will participate as they are able to. C.A. Daykin indicated that he will reach out to the school to discuss the contest with them further.

C.A. Daykin discuss that PGE has created a new Option B for their LED lighting. He indicated that his hope will be to bring this back to Council at the May 7, 2019 meeting if he has enough time to gather all of the information. He noted that PGE does have some decent looking decorative LEDs. C.A. Daykin explained that Option B refers to developers paying for the installation cost as opposed to the City paying for that cost on a monthly fee basis as is being done with Option A. He discussed that not only is this a new option to consider for a new development (Riverside District), as well as coming up with standard for that (for either commercial or residential), but pointed out that Council may want to consider it for the Ninth Street improvement project also. Additional discussion ensued and it was noted that the desired fixture lamp color is the 3,000 kelvin type.

C.A. Daykin announced that Budget Committee meetings begin this Thursday, April 18, 2019. He discussed that several members are unable to attend the first meeting this week though he is hopeful there will be a quorum. He noted that not only will there be a presentation of the City budget materials, but also a review of the Dundee Urban Renewal Agency budget at 7:30 pm. All Council members present indicated that they will plan to attend.

Public Comment

None.

The meeting was adjourned at 8:19 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder



To: Dundee City Council
From: Greg Reid, City Engineer
Date: May 1, 2019
Re: 2019 Street Improvements Project

BACKGROUND

The City recently executed the Small City Allotment Agreement with ODOT and can now proceed with the bidding and construction of the Charles Street improvements from SW 13th to Niederberger Streets with a portion of 13th Street extending towards Myrtle Street also being replaced. In addition to the Charles Street work, the City is planning to allocate City funds to include additional street improvements in the bid in the hopes of obtaining more competitive bids. The following provides a summary of the projects considered, with the help of Councilor Storr Nelson, and a recommendation for council consideration.

STREET PROJECTS CONSIDERED

The following streets are being considered since their conditions appear to require similar work as that being performed on SW Charles Street being funded through the ODOT SCA grant.

SE Cedar Street: Cedar Street extending south from 10th Street to Parks is a substandard local street with no curbs and an existing width between 15 and 16 feet. The existing asphalt concrete pavement (ACP) surface is likely approaching 30 years old with pot holes developing along the edge in some areas between 10th and 11th. The City considered either an overlay as recommended by the Pavement Management Program (PMP) versus removal and replacement of the ACP. Review of the site conditions revealed significant cracking (alligator cracks) primarily along the westerly side between 10th and 11th Streets. A couple of pot holes were also beginning to develop along the westerly edge in this area due to poor drainage where the ditch appears to have been filled over the years or did not exist. The condition of the pavement is better from 11th to Parks possibly due to better subgrade conditions and/or drainage.

Recommendation:

Due to the high percentage of area between 10th and 11th Streets that has alligator cracking that would need to be removed and replaced prior to overlaying the existing asphalt as well as the need to re-grade the shoulder/ditch in some areas to improve drainage, **Staff is recommending the complete removal and replacement of the ACP (3") between 10th and 11th Streets using a similar street width (~16 feet).** This will include re-grading of the shoulders to improve drainage and extending ACP a minimum of 10 into existing gravel driveways to reduce future deterioration and improve safety by reducing loose gravel on the roadway. The remaining portion of Cedar Street from 11th to Parks could be scheduled .

SE Beech Street: SE Beach Street between 10th and 11th Streets is a local, curbed street with no sidewalks and a width of about 34 feet. The PMP recommended an 3-inch overlay with edge grind to maintain curb reveal. Review of the site conditions revealed that an overlay remains to be a viable option with an area of alligator cracking at the 11th Street intersection that will need to be repaired prior to overlaying.

Recommendation:

Due to the relatively good condition of the asphalt and the need to edge grind which is not being done on the other 2019 street projects and could increase the unit cost for this work, **Staff is recommending that Beech Street be overlaid next year and coordinated with other streets needing an overlay with edge grind.**

SE Locust Street: SE Locust Street between 8th and 9th streets is a substandard, local street without curbs or sidewalks and an existing width of about 16 feet. Although the PMP identified this portion of Locust Street as an overlay, review of the site conditions revealed significant areas of alligator cracking that would require removal and replacement prior to the overlay which reduces or eliminates the savings of performing the overlay and does not allow the subgrade to be proof rolled and improved if necessary.

Recommendation:

Due to the large percentage of area that needs to be removed and replaced prior to overlay that will increase costs and since complete removal and replacement would allow more subgrade improvements if necessary, **staff is recommending removal and replacement of this portion of Locust to the existing width which will allow this portion of Locust to be maintained in sequence with remainder of the street extending to 5th which was reconstructed with subgrade improvements in 2018.**

SE 8th Street: SE 8th Street between Edwards and Locust is a substandard, local street with no curb or sidewalk and an existing width of about 15 feet. The PMP recommends reconstruction of the street. Review of existing site conditions reveals significant alligator cracking throughout the street which appears to indicate the lack of proper base rock and subgrade preparation.

Recommendation:

Staff agrees with the recommendation of the PMP and proposes to remove and replace (reconstruct) the street

SUMMARY OF RECOMMENDATIONS

The following provides the list of streets to be improved as part of the 2019 Street Improvements Project. In addition to these projects, a number of isolated remove and repair areas are being included so that they can be done prior to the planned slurry sealing of these streets. These are listed in order by priority. If bids are favorable, additional repair areas will be negotiated with the low bidder. Attached is a map showing the street to be reconstructed in 2019.

2019 Street Reconstruction Streets

1. SW Charles Street (13th to Niederberger including a portion of 13th towards Myrtle)
2. SE Cedar Street (10th to 11th)
3. SE Locust Street (8th to 9th)
4. SE 8th Street (Edwards to Locust)

2019 Street Repair Areas

1. SW 11th Street just east of Alder
2. SE Elm Street at 8th Street
3. SW Upland Street at Alder
4. SE 7th between Cedar and Edwards
5. SE Edwards north of 5th to first driveway on east



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CONSULTANT:

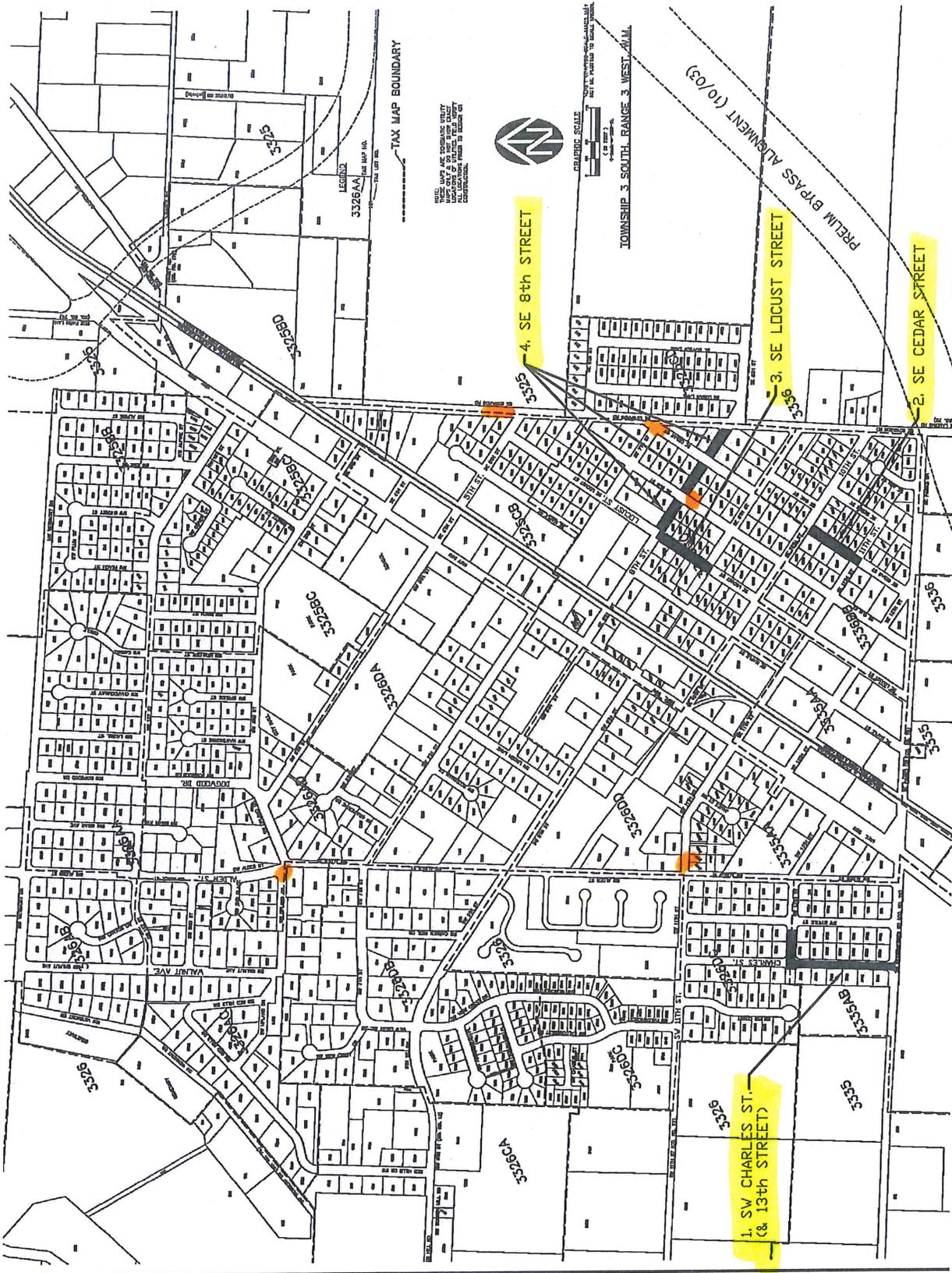
PROJECT NUMBER: 18001
2019 STREET IMPROVEMENTS
 PUBLIC IMPROVEMENTS
 DUNDEE, OR 97115

REVISION:

DRAWN BY: GSR
 ISSUE DATE: MAY 1, 2019
 FILE NAME: Dundee_2019 Paving.dwg

SHEET:
OVERALL MAP

1



Orange shaded area = Dig-out Repairs

ORDINANCE NO. 559-2019

AN ORDINANCE RELATING TO HIRING OF CITY DEPARTMENT HEADS AND AMENDING SECTION 2.12.030 OF THE DUNDEE MUNICIPAL CODE.

THE CITY OF DUNDEE DOES ORDAIN AS FOLLOWS:

Section 2.12.030 of the Dundee Municipal Code is hereby amended to read as follows:

2.12.030 Authority over city employees.

The city administrator shall have general supervision and control, including hiring, discipline and discharge, over all city employees, except the municipal court judge for which council retains exclusive control, and shall designate the duties employees shall perform and all matters pertaining to their work for the city. The hiring of city department heads by the city administrator shall require the consent and approval of the city council. The city council may, by resolution or ordinance, provide rules under which the city administrator shall exercise said direction and supervision.

ADOPTED by the Council this _____ day of _____, 2019.

Approved:

David Russ
Mayor

Attest:

Rob Daykin
City Administrator/Recorder

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 2, 2019
Re: YCOM Fire Department Dispatch Proposal

Fire Chief Stock and I reviewed the initial YCOM dispatch services proposal with Sheriff Tim Svenson and YCOM Director Patti Sauers. Annual dues were proposed at \$25,000¹, plus one ninth of the fire agencies share of prior radio system improvements pass through in the amount of \$4,505.² There would also be a one-time set up fee of \$13,000 to incorporate Dundee Fire Department into the computer aided dispatch (CAD) system, including mapping, paging, response protocols, and training. A consultant's prior evaluation of YCOM recommended the hiring of an additional dispatcher. Since bringing Dundee Fire Department on line would increase call volumes and work over current levels, YCOM proposed Dundee funds the costs of an additional dispatcher in full for the first year (\$85,645) and half the costs in the second year (\$45,000). In year three the user dues for Dundee Fire Department would go back to usual levels, anticipated to be about \$31,000 for FY 2021-22.³ Sheriff Svenson explained that members have set aside substantial amount of reserves in prior year's dues and the YCOM Executive Board⁴ felt the proposal including the apportionment of the additional dispatcher costs would be fair to the members and the Dundee Fire Department.

Chief Stock and I questioned Dundee picking up the cost of an additional dispatcher in the proposal, noting that Dundee Fire Department would be a small fraction of the increase in calls and the additional dispatcher would likely be needed in the near future simply due to increased call volume with the existing members. I also noted that the proposal exceeded the City's budget capacity.⁵ YCOM Director Sauers stated it is the Dundee Fire Department that is triggering the need to fill the additional dispatcher position sooner than later and Sheriff Svenson affirmed that the Executive Board is in agreement on this issue. Due to the significant impact to the budget and that the Dundee Fire Department will participate in the consolidation study initiated by the City of McMinnville which may lead to reorganization of the participating fire agencies, Chief Stock and I recommend continuing our dispatch service arrangement with TVF&R.

¹ It is assumed that the first year would be a partial year (8 months) for an adjusted annual fee of \$16,667.

² YCOM currently has 8 fire agency members.

³ The vast majority of YCOM's member dues are paid by the law enforcement agencies.

⁴ YCOM Executive Board: Sheriff Svenson; Rita Baller, City Representative; County Commissioner Rick Olson, Rick Mishler, Fire District Representative; and McMinnville City Councilor Adam Garvin.

⁵ The proposed FY 2019-20 budget includes an appropriation of \$20,000 for Fire Department dispatch services currently provided as a pass-through of TVF&R's services fees with WCCCA. Also, the \$17,400 in annual revenue the City expects to receive from the 911 phone tax to offset the dispatch services charged by Newberg for police responses would likely go to YCOM in the future since it will be the primary PSAP (Public Safety Answering Point) for medical emergency calls originating from Dundee.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 1, 2019
Re: Duty Officer Pay

In 2015 the City Council approved Chief Stock's request of using paid firefighters to assist with the Duty Officer Program rotation and offset the decline in qualified volunteers available to fill that role. Council also authorized Duty Officer pay at 8 hours of paid time per month for the designated firefighter, with compensation at time and a half for the actual time responding to an emergency call. The Duty Officer is the on call/standby Officer for the Fire Department during evenings and weekends. Responsibilities include remaining available to respond to emergency call outs and perform as the initial response apparatus operator. Duty Officer rotation includes several volunteers, the Fire Chief and one paid firefighter. Currently, the paid firefighter logs about 132 hours per month being on call for Duty Officer. Chief Stock noted that he eventually sees the need for a second paid firefighter obtaining their NFPA Driver and Apparatus Operator certificates to serve as Duty Officer.

Chief Stock is concerned that the on call pay for Duty Officer responsibilities does not adequately offset the commitment for a firefighter to set aside their off duty time in a manner to be available for an emergency response. Duty Officer shifts for the firefighter are typically 12 hours following the end of a regular paid shift or 24 hours over the weekend, with 9 rotating Duty Officer shifts throughout the month. This is even more challenging for firefighters that do not reside in Dundee and must stay at the Fire Station during their Duty Officer shift. I agree with Chief Stock's assessment of the Duty Officer pay issue and recommend increasing the pay from 8 hours to 16 hours of straight time per month. The FY 2019-20 Budget anticipates about \$2,800 in annual personnel costs related to Duty Officer pay at the current rate.

Recommendation: Motion authorizing an increase to Duty Officer standby pay from 8 hours of straight time per month to 16 hours of straight time per month.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 1, 2019
Re: Conflagration Reimbursement Adjustment

From time to time, the Dundee Fire Department responds to requests for interagency assistance to major fire events (conflagrations). This conflagration response process is overseen by the Office of the Oregon State Fire Marshal. Following completion of the City's response, the Fire Chief files a report to the State Fire Marshal documenting the resources provided and their costs based on the Oregon Fire Service Mobilization Plan. The Mobilization Plan dictates the reimbursement rate for personnel and equipment, including use of agency volunteers. In the case of volunteers responding to a conflagration event, a rate of \$15 per hour is used for the first 40 hours, and \$22.50 (time and a half) after the first 40 hours, with the number of hours starting from the time the agency crew departs from their home station until the agency crew returns to their home station. Reimbursement to the volunteers covers all time, including travel time, meals, rests, sleeping time, as well as active participation on the fire line.

The reimbursement we received from the State of Oregon for the volunteer hours at a conflagration event is then paid to the volunteers by the City, less employee deductions and employer payroll costs. Employer payroll costs include 7.65% of earnings for FICA and 0.1% of earnings for State unemployment. This has been the City's policy prior to my tenure with the City, and is intended to make the City's budget whole for using volunteer firefighters at these non-City fire events. 2018 and 2017 have been very active years for participation at conflagration events. Following review of concerns that were raised regarding the reimbursement process to volunteers, Chief Stock determined that the City did not include the full personnel cost hourly rate for the volunteers on the reimbursement request form as provided by the program rules. Fire agencies are allowed to bill a total hourly rate that includes the volunteer hourly rate authorized in the Mobilization Plan plus payroll costs such as FICA and State unemployment. Instead of \$15 per hour, the fully loaded rate should have been \$16.16 per hour, which would have allowed more of the reimbursement amount received from the State to be passed on to the volunteers.

Over the last two fire seasons the State reimbursement for Dundee FD volunteers was \$53,191.25, resulting in payroll earnings of \$49,336.43 and employer payroll costs of \$3,824.82. If the City had processed the reimbursement request form with the fully load rates, the volunteers would have received an additional \$3,824.82 in earnings, and the City's payroll cost of \$4,121.24 would have been covered in full. During the same time period the City received about \$85,000 from the State for use of City-owned apparatus at conflagration events. Most of the \$85,000 was deposited as an additional transfer to the Equipment Reserve Fund for future replacement of Fire Department apparatus and equipment, or used to effect repairs to the equipment. However, about \$25,000 of that amount is

expected to be received in the current fiscal year and is not expended. Chief Stock and I recommend that \$4,121.24 of the fees received for use of equipment be used to adjust payment to the volunteers attending the 2017 and 2018 conflagration events per the attachment. This will provide additional earnings of \$3,824.82 to the volunteers, with \$296.42 in employer payroll costs. Note: The City was able to correct the reimbursement request for the most recent conflagration event in 2018 and will include the fully loaded hourly rate for future events.

Recommendation: Motion authorizing payment of additional earnings of \$3,824.82 to volunteers participating in 2017 and 2018 conflagration events.

Year	Conflag Name	Total Personnel		PR Pay Date	Earnings	Personnel Cost PR Taxes	Additional Earnings	Add'l	
		Cost	Total Add'l Cost					Personnel Cost	Total Add'l Cost
2017	Cal EMAC Response	\$ 4,582.50		11/14/2017	\$ 4,252.90	\$ 329.60	\$ 329.60	\$ 25.54	\$ 355.14
		\$ 4,582.50		11/14/2017	\$ 4,252.90	\$ 329.60	\$ 329.60	\$ 25.54	\$ 355.14
		\$ 5,193.50		11/14/2017	\$ 4,819.95	\$ 373.55	\$ 373.55	\$ 28.95	\$ 402.50
2017	Nena Springs Fire	\$ 1,803.79		8/30/2017	\$ 1,674.05	\$ 129.74	\$ 129.74	\$ 10.05	\$ 139.79
		\$ 1,591.58		8/30/2017	\$ 1,477.10	\$ 114.48	\$ 114.48	\$ 8.87	\$ 123.35
2017	Nena Springs II	\$ 1,162.50		9/11/2017	\$ 1,079.89	\$ 82.61	\$ 82.61	\$ 6.40	\$ 89.01
		\$ 1,317.50		9/11/2017	\$ 1,222.74	\$ 94.76	\$ 94.76	\$ 7.34	\$ 102.10
		\$ 1,395.00		9/11/2017	\$ 1,294.67	\$ 100.33	\$ 100.33	\$ 7.78	\$ 108.11
2017	Eagle Creek Fire	\$ 3,932.02		10/2/2017	\$ 3,649.21	\$ 282.81	\$ 282.81	\$ 21.92	\$ 304.73
2017	Chetco Bar Fire	\$ 3,984.45		9/12/2017	\$ 3,697.86	\$ 286.59	\$ 286.59	\$ 22.21	\$ 308.80
		\$ 3,984.45		9/12/2017	\$ 3,697.86	\$ 286.59	\$ 286.59	\$ 22.21	\$ 308.80
		\$ 4,515.71		9/12/2017	\$ 4,190.92	\$ 324.79	\$ 324.79	\$ 25.17	\$ 349.96
2018	Stubblefield Fire	\$ 2,431.34		9/14/2018	\$ 2,256.46	\$ 174.88	\$ 174.88	\$ 13.55	\$ 188.43
		\$ 2,574.36		9/14/2018	\$ 2,389.20	\$ 185.16	\$ 185.16	\$ 14.35	\$ 199.51
2018	Sugarpine/Miles Fire	\$ 4,620.00		9/14/2018	\$ 6,354.90	Combined payout for Sugarpine & Taylor			
2018	Taylor Fire	\$ 2,227.40							
		\$ 6,847.40			\$ 6,354.90	\$ 492.50	\$ 492.50	\$ 38.17	\$ 530.67
2018	Substation Fire	\$ 1,749.22		8/7/2018	\$ 1,623.40	\$ 125.82	\$ 125.82	\$ 9.75	\$ 135.57
		\$ 1,543.43		8/7/2018	\$ 1,432.42	\$ 111.01	\$ 111.01	\$ 8.60	\$ 119.61
		\$ 53,191.25			\$ 49,366.43	\$ 3,824.82	\$ 3,824.82	\$ 296.42	\$ 4,121.24

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 2, 2019
Re: Outside Water Service Expansion

Saj Jivanjee purchased the former Dew Gardens property at 9660 NE Fox Farm Road¹, which had a 3/4 inch meter for water service outside the City limits serving a residence. Mr. Jivanjee wishes to redevelop the property into an 87-unit RV park, including a wine tasting facility, shower/bathroom facilities, and an outdoor swimming pool. The project will include an on-site sewer treatment system which will provide Class A treated water for irrigation of the property. To accommodate the domestic water use, Mr. Jivanjee is requesting an increase in the size of the meter to a 2" meter. The City's water system is able to accommodate a 2" meter since the City previously installed a 2" service line from the property to the City water main. I discussed the peak daily water demand with the engineer for the project and he will address that issue during presentation of the request at the May 7 council meeting.

Council may authorize an expansion to an outside water customer pursuant to section 13.12.040 of the Dundee Municipal Code. Council may also set additional conditions as was the case for a request for outside water service to an industrial building proposed just north of the ARCO station. One condition that Council may consider is the imposition of Dundee's exterior lighting regulation from the Dundee Development Code to the proposed development. If approved, the applicant will also need to pay the water SDC for the 2 inch meter net of the existing 3/4 inch service in the amount of \$27,519, along with the cost of meter installation on a time and materials basis.

Recommendation: Motion to approve (or deny) the request for expansion to a 2 inch meter serving the property at 9660 NE Fox Farm Road.

¹ 9660 NE Fox Farm Road was part of the NE Dundee Water Association (NEDWA) formed in 1965 that received water from the City of Dundee. In 2000 the City took over the NEDWA line and established separate accounts for the 5 properties. In 2012 the City agreed to turn over the NEDWA water line and services to the Hiland Water Corporation, with the exception of 9660 NE Fox Farm Road, which remained as an outside water service.

13.12.040 Service outside of city limits.

A. Water service may be provided, at the discretion of the city council, to property outside of the city limits if the city council determines that the city has excess capacity and the following three criteria are met:

1. The city council finds that a genuine hardship exists due to quality and/or quantity of water for domestic consumption and authorizes the application for water service outside of the city limits.
2. The property to be served is within 400 feet of the city's water main and the city engineer finds that the service connection may be made without detriment to existing users.
3. Prior to connecting to the city water main the owners of the property shall execute and record an agreement to annex to the city at such time as annexation is legally possible and is requested by the city. This agreement shall be deemed an annexation contract under ORS 222.115.

B. All water used in an area outside of the city limits: (1) shall be for human consumption only, including washing, bathing, drinking, food preparation, and other uses to the extent accommodated by the city prior to September 15, 2009, and (2) shall not be used for irrigation or other exterior uses, except for use in a community garden for growing produce (not for resale), less than one-half acre in size and available for use by the general public. Such water will be provided to users outside of the city limits as long as there are sufficient quantities available for areas within the city limits. If an emergency occurs, the water service to users outside of the city limits will be the first to be terminated. The existence of an emergency due to insufficient quantities of water for use within the city limits will be determined by the city council in its sole discretion.

C. Subsection (A) of this section shall not be deemed to affect existing services to property located outside the limits as of September 15, 2009, except that extensions or enlargement of their services shall not be allowed. [Ord. 538-2015; Ord. 509-2012 § 1; Ord. 485-2009 Exh. A].

JIVANJEE ARCHITECT, P.C.

City Manager
City of Dundee

April 28, 2019

Dear Rob:

Re: Fox Farm Resort LLC
Request for Upgrade to 2-Inch Water Meter

We are requesting that the current water meter service be upgraded to 2 inches.

Background

Fox Farm Resort (FFR) is developing 13.5 acres at the NE corner of the intersection of Highway 99W and Fox Farm Road. We are creating an 87-unit RV park, tasting/wine retail space/marketplace – please see our attached master plan. We are investing substantial funds to improve the site, which had been used as a landfill for construction materials over the last 25 years. By repurposing the concrete debris that had been deposited to a depth of 12 feet on over 9 acres of the site, we are improving 1,500 linear feet of Highway 99W frontage and 1,000 linear feet of Fox Farm Road. Additionally, we will remove two billboard signs that are currently on the property along the side of 99W. With these plans, we will improve and enhance the entrance to Dundee. This is the one of the largest highway commercial development sites in the county, as well as the gateway to the city of Dundee.

By bringing many additional visitors to Wine Country, this project will create a major economic benefit to many existing businesses in Dundee and the surrounding area. We hope FFR will become a regional attraction that invites visitors to appreciate our local natural resources. With a multiplying effect on employment of local people and sales of local products, FFR will create a sustainable business framework.

The city of Dundee will receive revenue from the use of water and we will be paying SDC. We are developing our own on-site sewer system which will use gray water for landscaping and therefore we will reduce our city water requirements. Also, we will not use the city sewer system since current policy precludes us from accessing it.

Water Supply Request

The projected demand for water from 89 users of the RV park and projected retail spaces will require a 2-inch water meter. The water demand will vary seasonally with RV park usage.

Ninth and Alder

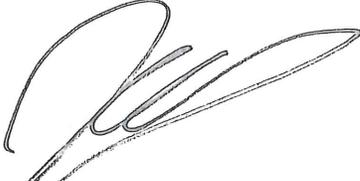
As a side note, I am also enhancing the site at 9th and Alder by improving the existing industrial building. We have replaced the roof and are currently replacing the exterior metal siding with sand-cement board finish. We have been contacted by companies who would like to rent the space and we are also currently exploring our

JIVANJEE ARCHITECT, P.C.

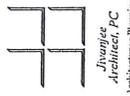
own business idea of a custom crush winery. Over the next 12 months, we will be exploring further light industrial and commercial development and participate with the city of Dundee to create a mutually beneficial economic solution to improve the infrastructure.

We look forward to working with the city council members to create sustainable solutions in the continuing growth of the city.

Sincerely,

A handwritten signature in black ink, appearing to read 'Saj Jivanjee', with a large, stylized initial 'S'.

Saj Jivanjee



Jivanjee Architect, PC
 Architecture • Planning
 3939 NE Lincoln St., A
 Portland, OR 97218
 Phone: 503.255.2131



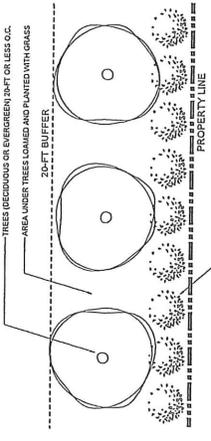
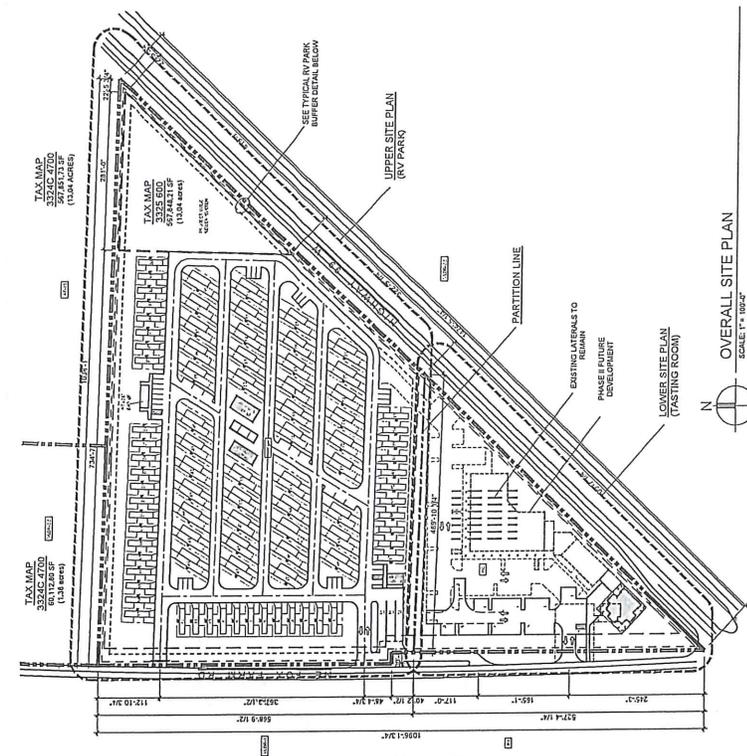
EXPIRES ON: 12-31-2019
 Owner: Fox Farm Resort, LLC
 9660 NE Fox Farm Rd.
 Dundee, Oregon 97122

**FOX FARM RESORT
 RV PARK AND TASTING ROOM**
 9660 NE Fox Farm Rd.
 Dundee, Oregon

DATE: 04/22/2019

PHASE I
 OVERALL SITE
 PLAN AND
 PROJECT INFO.

A100



NOTE:
 1. BUFFER AREA WITHIN THE RV PARK SHALL BE PROVIDED IMMEDIATELY WITHIN ALL ZONING DISTRICTS OR PUBLIC STREETS. THE REQUIRED BUFFER SHALL BE 20 FT IN DEPTH ADJACENT TO ALL OTHER BOUNDARIES.
 2. ALL TREES WITHIN THE BUFFER SHALL BE MAINTAINED AND PLANTED TO MATCH THE ORIGINAL BUFFER.
 3. RV BUFFER = 22 FEET UNLESS OTHERWISE SPECIFIED FOR THE USE AND LOCATION AND PLANTED WITHIN 1 YEAR.
 4. LANDSCAPE ARCHITECT IS TO DESIGN AND SUBMIT AS A DEFERRED SUBMITTAL.

SITE INFO:
 SITE ADDRESS: 9660 NE FOX FARM RD
 DUNDEE, OR 97115
 TAX LOT: R332506000
 ACCOUNT 74804
 ZONED: HIGHWAY/TOURIST COMMERCIAL DISTRICT (HC)
 UPPER SITE PLAN (RV PARK): HIGHWAY/TOURIST COMMERCIAL DISTRICT (HC) WITH RECREATIONAL VEHICLE (RV) OVERLAY, SIMILAR USE (APPROVED)
 LOWER SITE PLAN: HIGHWAY/TOURIST COMMERCIAL DISTRICT (HC)
 RETAIL ALLOWED (TASTING ROOM)

LOT SIZE:

UPPER SITE AREA (RV PARK)	13,480.00 SF	1%
FOOTPRINT (4 BUILDINGS)	334,909.25 SF	25%
LANDSCAPE AREA	439,462.72 SF	100%
TOTAL SITE AREA	4,180.25 SF	03%
BUILDING FOOTPRINT	17,748.17 SF	14%
PAVED AREA	107,123.44 SF	83%
TOTAL SITE AREA	123,030.25 SF	100%
UPPER AND LOWER SITE AREA	17,650.25 SF	1%
FOOTPRINT	442,032.69 SF	78%
LANDSCAPE AREA	568,494.38 SF	100%
TOTAL SITE AREA		

UPPER SITE PLAN - RV PARK
 RECREATIONAL VEHICLES
 ALLOWED: 25 RV SPACES PER ACRE (248 SPACES TOTAL)
 PROVIDED: 87 RV SPACES TOTAL, 64 RV SPACES PER ACRE DENSITY
 42 "PULL-THROUGH" SITES
 45 "BACK-IN" SITES
 ALL SITES CAN ACCOMMODATE CLASS "A" RV'S
 SUPPORT BUILDINGS
 RECEPTION CHECK-IN: 20x30' = 600 SF
 TASTING ROOM: 20x50' = 1,000 SF
 SATELLITE BATH 1: 10x40' = 400 SF
 SATELLITE BATH 2: 10x40' = 400 SF
 TOTAL AREA: 3,480 SF

PARKING
 1. OFF-STREET PARKING SPACE PER RV SPACE PLUS 1 ADDITIONAL SPACE FOR EACH 4 RV SPACES FOR GUEST PARKING (WITHIN 150-FT OF RV SPACE SERVED)
 REQUIRED: 87 / 4 = 22 PARKING STALLS 9' x 18' EACH
 PROVIDED: 20 OFF-STREET PARKING SPACE PER EACH RV SPACE 10'x20' EACH PLUS 24 ADDITIONAL PARKING SPACES 9' x 20' EACH
 RV STAGINGS: 3 RV PARKING STALLS 15'x20' EACH
 RECEPTION: 3 PARKING STALLS 9' x 20' EACH
 CLUBHOUSE, SATELLITE BATH 1 AND 2: 8 PARKING STALLS 9' x 20' EACH

LOWER SITE PLAN - TASTING ROOM
 BUILDING INFO
 TASTING ROOM SEATING AREA: 3,000 SF
 PARKING
 TASTING ROOM
 ALLOWED: 1 SPACE PER 100 SQUARE FEET OF FLOOR AREA (3,000 SF / 100 = 30)
 PLUS 1 SPACE PER EMPLOYEE ON MAXIMUM WORKING SHIFT (6 EMPLOYEES)
 PROVIDED: 44 PARKING STALLS 9' x 20' EACH

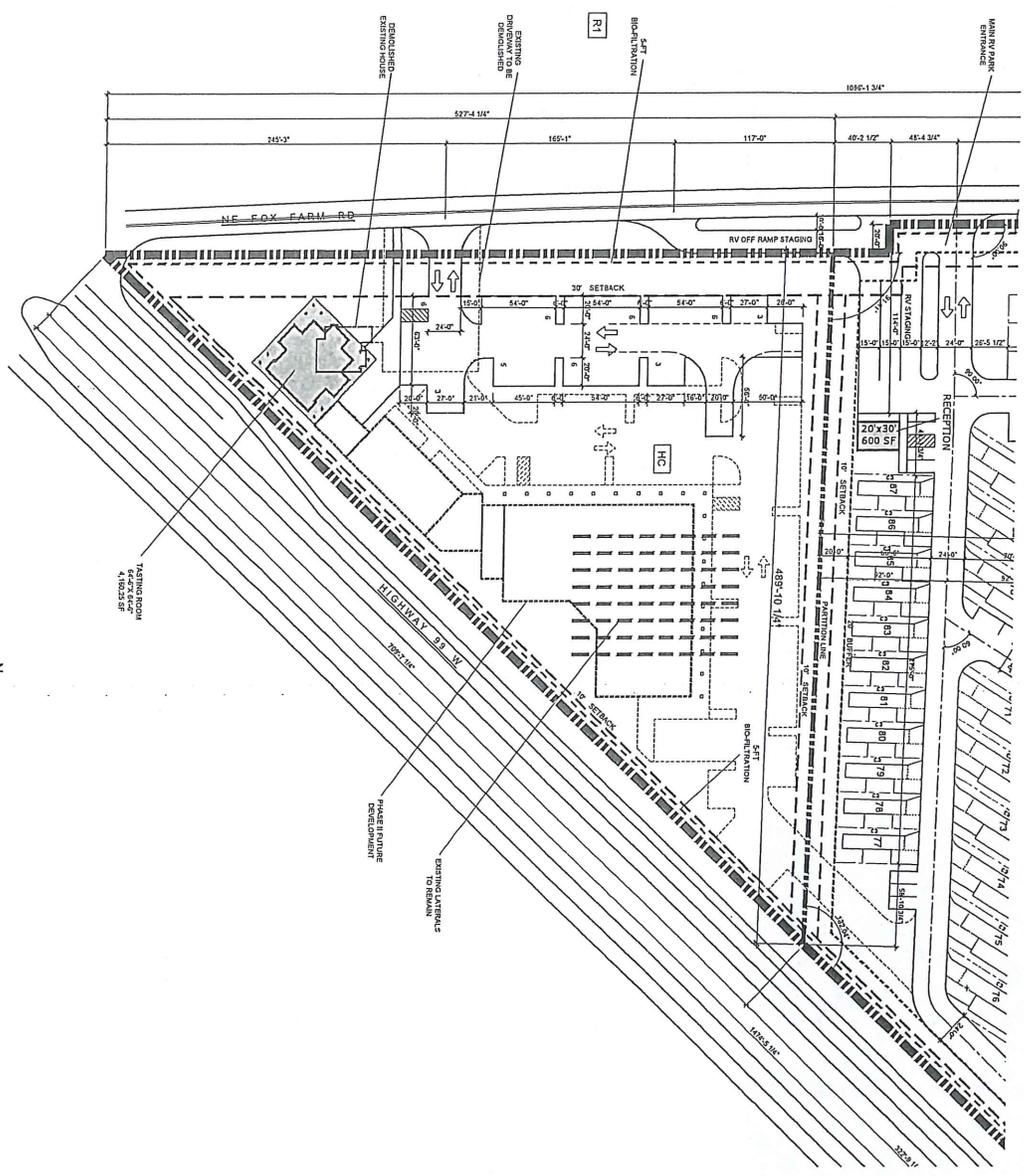


VICINITY PLAN
 SCALE: 1" = 100'

DRAWING LEGEND
 ARCHITECTURAL SYMBOLS:
 A100 OVERALL SITE PLAN, PROJECT INFO.
 A101 UPPER SITE PLAN - RV PARK
 A102 LOWER SITE PLAN - TASTING ROOM
 CIVIL DRAWINGS:
 C-1 COVER
 C-2 NOTES
 C-3 CONVEYANCE CONDITIONS
 C-4 RV RESORT SITE PLAN
 C-5 MULTIPURPOSE BUILDING SITE PLAN
 C-6 SEWER TREATMENT PLANT SITE PLAN
 C-7 SEWER TREATMENT PLANT GRADING PLAN
 C-8 MULTIPURPOSE BUILDING GRADING PLAN
 C-9 SEWER TREATMENT PLANT GRADING PLAN
 C-10 MULTIPURPOSE BUILDING COMPOSITE UTILITY PLAN
 C-11 MULTIPURPOSE BUILDING COMPOSITE UTILITY PLAN
 C-12 SEWER TREATMENT PLANT COMPOSITE UTILITY PLAN

PROJECT SUMMARY
 THIS PROJECT IS IN TWO PHASES.
 PHASE I CONSISTS OF A MINOR PARTITION WITH A HIGH-FLOOR 10' UNIT RV PARK ON THE UPPER PORTION OF THE SITE WITH A CLUBHOUSE AND AMENITIES BUILDING FOR BOTH RV AND TRAILER CAMPING. THE LOWER PORTION OF THE SITE WILL CONSIST OF A TASTING ROOM. THE PROJECT WILL UTILIZE THE EXISTING APPROVED UTILITIES UNTIL THE PROJECT SEWER SYSTEM PLAN IS APPROVED BY DEC.
 PHASE II IS TO BE DETERMINED.

PROJECT TEAM
 SURVEYORS:
 DONALDSON & ASSOCIATES, LLC
 3765 RIVERSIDE DR.
 MCMINNVILLE, OR 97128
 PH: 503-279-7941
 EMAIL: TEE@DONALDSONSURVEYING.COM
 ARCHITECT:
 JIVANJEE ARCHITECT, PC
 3939 NE LINCOLN ST., SUITE A
 PORTLAND, OR 97218
 CONTACT: SAJ JIVANJEE
 PH: 503-970-0226
 EMAIL: SAJ@JIVANJEE.COM
 CIVIL ENGINEER:
 HENRY CONSULTING ENGINEERS, INC.
 1000 NE 10TH ST., SUITE 100
 NEWBERG, OR 97122
 CONTACT: MICHAEL HENRY, PE
 PH: 503-535-5850
 EMAIL: MHENRY@HCH-CONSULTING.COM



LOWER SITE PLAN
SCALE: 1" = 40'
GRID: 30x30'



Juvette
Architects, PC
Architecture + Planning
2070 E. Lincoln St. - A
Tulsa, Oklahoma 74119
Phone: 918.438.4119

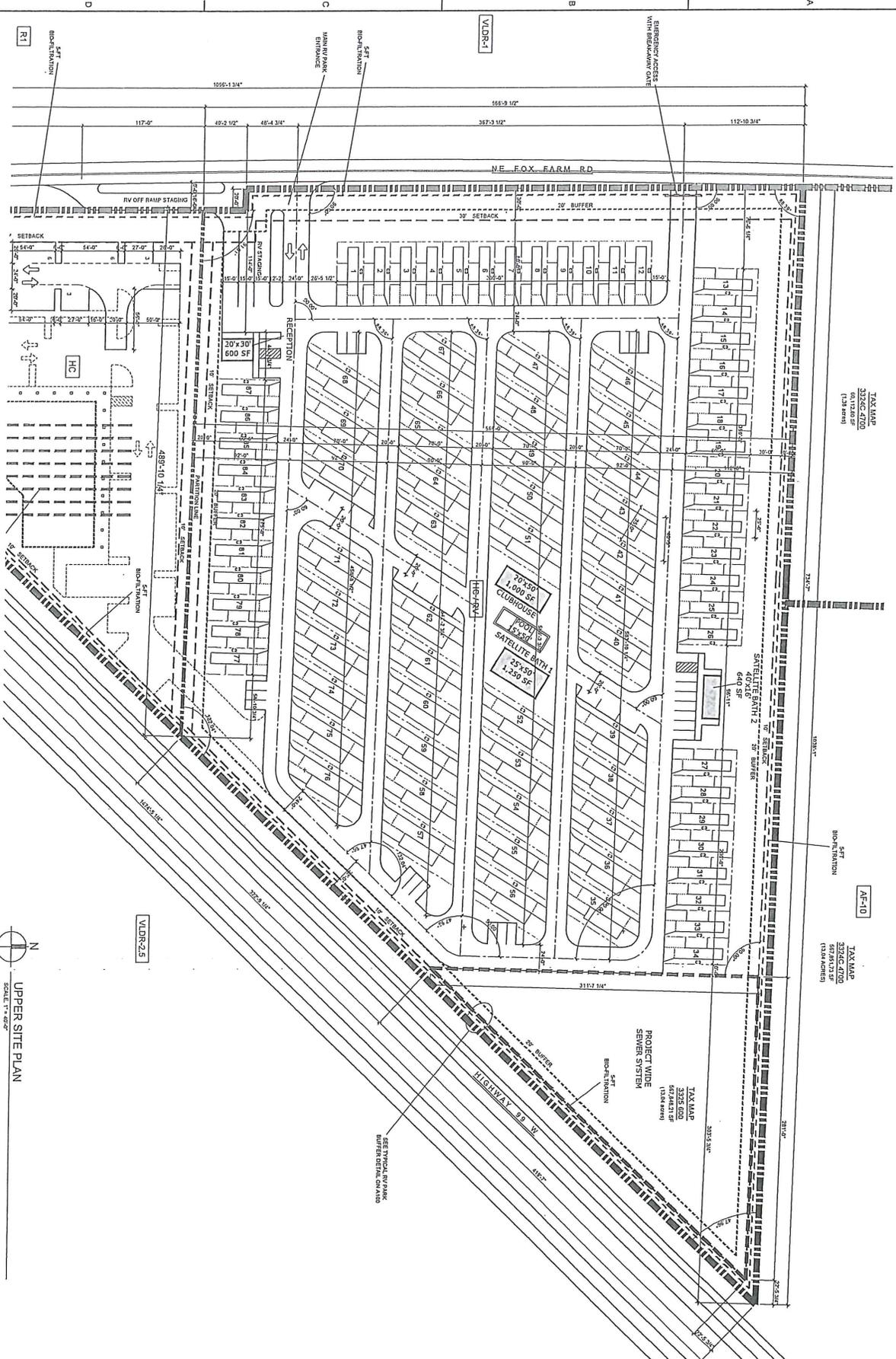
REGISTERED ARCHITECT
STATE OF OKLAHOMA
NO. 308
EXPIRES ON: 12/31/2018

Client: Fox Farm Resort,
3330 NE Grand Ave.,
Nashville, Oregon 97132

FOX FARM RESORT
RV PARK AND TASTING ROOM
9660 NE Fox Farm Rd.
Dundee, Oregon

Job No.: 1805
Date: 04/02/2019
Juvette Architects, PC
Drawing Title: PHASE I LOWER SITE PLAN

A102



N
UPPER SITE PLAN
SCALE: 1" = 400'

Job No.: 1805
Date: 04/02/2019
Drawing Title: UPPER SITE PLAN
A101

FOX FARM RESORT
RV PARK AND TASTING ROOM
9660 NE Fox Farm Rd.
Dundee, Oregon

Project: Fox Farm Resort, LLC
300 NE Lincoln St., Ste. 4
Dundee, Oregon 97122

Architect: Jhonger Architects, PC
300 NE Lincoln St., Ste. 4
Dundee, Oregon 97122

REGISTERED ARCHITECT
NO. 10000
EXPIRES ON: 12-31-2019

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The following additional pages were addendum items from the May 7, 2019 City Council Meeting.

Water Demand Estimate:

- Based on actual data from Silver Spur RV park in Silverton, OR
- It has similar bathroom, laundry, shower, in common space as Fox Farm will have
- Average space occupancy is 1.67 people/space
- Silver Spur data was wastewater flow. In an RV park, water use and wastewater flow should be very similar because people are not using water for irrigation.
- The maximum day per capita flow was 23 gal/person/day. This equates to 38.41 gal/space/day. We can round that to 40 gal/space/day to make up for the water/sewer difference.
- Assume that the Fox Farm RV park will have similar characteristics to this RV park
- 70% occupancy for maximum month (MMD) 85% occupancy for maximum day (MDD)
- The project's architect had estimated that the community building would use approximately 1,000 gpd.
- 1.9 peak day peaking factor from the water master plan =community building MDD= 1,900.
- The total is **MMD=3,492 gpd** and **MDD= 4,926 gpd**.

Three criteria to be met to provide water service to users outside city limits:

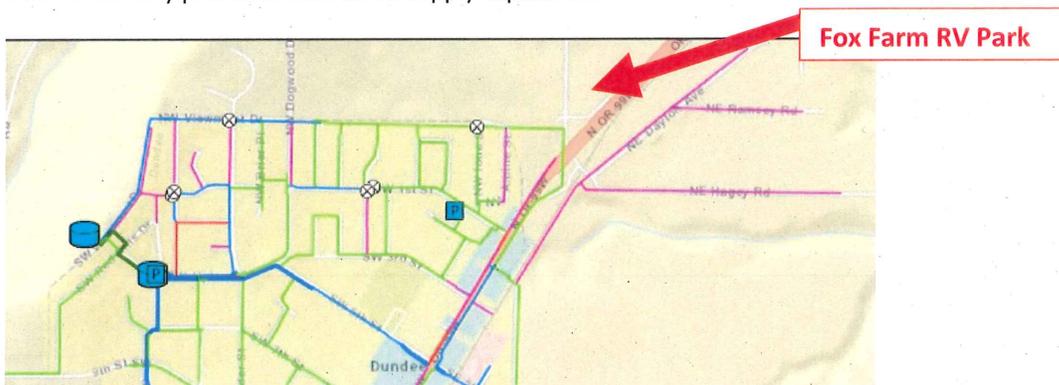
- 1. The City Council finds that a genuine hardship exists due to quality and/or quantity of water for domestic consumption and authorizes the application for water service outside of the city limits.**

Fox Farm RV park has approached the County water system run by Hiland water district, and they will use whatever water they can from them, but it will not fulfill the entire water needs. This user already has an existing water meter with the City and is simply requesting a larger one to serve more people.

- 2. The property to be served is within 400 feet of the city's water main and the city engineer finds that the service connection may be made without detriment to existing users.**

The city's 8-inch water line runs adjacent to the property. The following map is from the Water Master Plan. A letter to Mayor and Council from Rob Daykin, City administrator, on May 2, 2019 stated that, "The City's water system is able to accommodate a 2" meter since the City previously installed a 2" service line from the property to the City water main."

The existing system well capacity in the summer (when the peak use for the RV park will occur) is 657 gpm or 0.97 MGD. The existing customers use 0.64 MGD. The Fox Farm RV Park is anticipated to use approximately 0.005 MGD. This will not serve as a detriment to existing users. Fox Farm RV Park will also be paying an SDC which can be directly applied to the planned new Falcon Crest Park Well or water treatment plant depending on how the City proceeds with water supply expansion.



- 3. Prior to connecting to the city water main, the owners of the property shall execute and record an agreement to annex to the city at such time as annexation is legally possible and is requested by the city. This agreement shall be deemed an annexation contract under ORS 222.115.**
The property owner is required to do this in order to get water.

Mike Henry

From: njennings@hbh-consulting.com
Sent: Tuesday, May 07, 2019 12:01 PM
To: Rob.Daykin@dundeecity.org
Cc: 'Mike Henry'
Subject: Fox Farm water demands

Rob,

Mike asked me to help with the water demand estimations for Fox Farm RV Park since I have done other water demand analysis for the City as part of the recycled water analysis for the Riverside District. I recently switched companies for some better opportunities and am happy to have an opportunity to work with you again. Hopefully you were left in good hands on that project.

We analyzed estimated water usage for Fox Farm by using actual water usage data from a similar RV park in Silverton, OR, called the Silver Spur RV park. It has similar bathroom, laundry, shower, in common space as Fox Farm will have. We have actual usage data for the Silver Spur RV park summarized in a technical memorandum we completed to analyze their wastewater system. From that memorandum, we were able to determine that the average space occupancy is 1.67 people/space for the Silver Spur RV park. It also calculated per capita wastewater flow. In an RV park, water use and wastewater flow should be very similar because people are not using water for irrigation. The maximum day per capita flow was 23 gal/person/day. This equates to 38.41 gal/space/day. We can round that to 40 gal/space/day to make up for the water/sewer difference. If we assume that the Fox Farm RV park will have similar characteristics to this RV park, and it will have 70% occupancy for maximum month (MMD), and 85% occupancy for maximum day (MDD), we get MMD= 2,492 gpd and MDD = 3,026 gpd. The project's architect had estimated that the community building would use approximately 1,000gpm. We are not familiar at this time what this building will be used for, so we could not further refine this number. If we assume the maximum month uses the 1,000 gpd, and the 1.9 peaking factor from the water master plan, we assume that the max day for the community building would be 1,900. The total is **MMD=3,492 gpd** and **MDD= 4,926 gpd**.

Theoretical estimates and future usage could be different than what is presented here, but this is the best information on actual RV water usage we have at this time. Please let us know if you have any questions.

Thanks,

Natalie C. Jennings, PE, CWRE

Project Engineer

HBH Consulting Engineers, Inc.

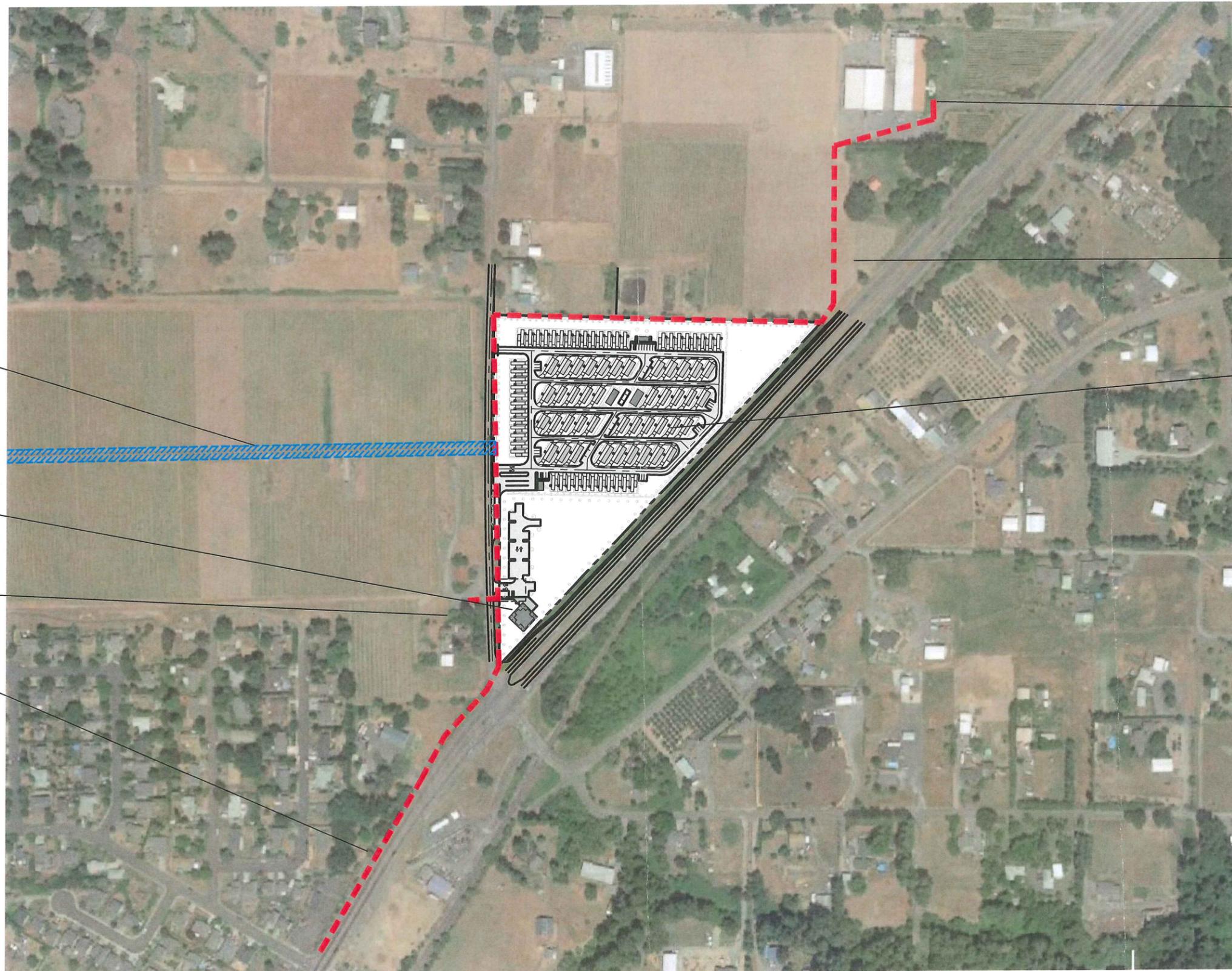
501 E First Street | Newberg, OR 97132

main: 503-554-9553 | fax: 503-537-9554 | cell: 702-759-9206

email: njennings@hbh-consulting.com

www.hbh-consulting.com





DUCK POND WINERY AND TASTING ROOM

CONNECTING PATH BETWEEN FOUR GRACES AND DUCK POND TASTING ROOMS

OREGON WINE COUNTRY RV PARK

PRIVATE EASEMENT REQUIRED FROM FOUR GRACES VINEYARD

OREGON WINE COUNTRY TASTING ROOM

FOUR GRACES TASTING ROOM

CONNECTING PATH BETWEEN OREGON WINE COUNTRY, FOUR GRACES AND DOWN TOWN TASTING ROOMS



TASTING ROOM
CONNECTING WALKING
PATH TO DOWN TOWN

SCALE: NTS

GOOD EVENING,

MY NAME IS ELIZABETH TINT; I AM A FULL TIME EMPLOYEE OF DUNDEE FIRE DEPT. AND HAVE BEEN FOR NEARLY FOUR YEARS. I HAVE RECENTLY BEEN COMING TO THESE COUNCIL MEETINGS TO BETTER ACQUAINT MYSELF WITH THE COMMUNITY IN WHICH I SERVE. AT THE LAST COUNCIL MEETING, COUNCILOR ADLONG QUESTIONED WHETHER THE PUBLIC WORKS DEPARTMENT WAS MAKING EFFORTS TO HIRE EMPLOYEES FROM A MORE DIVERSE GROUP OF CANDIDATES THAN PREVIOUSLY CONSIDERED. OTHER COUNCILORS POINTED OUT THAT THIS IS A MALE DOMINATED INDUSTRY; COUNCILOR NELSON ALSO POINTED OUT THAT THE CONSTRUCTION INDUSTRY IS MALE DOMINATED AS WELL. MR. SIMPSON, OF PUBLIC WORKS, WAS ASKED TO DESCRIBE THE ROLE OF THE WORKERS THERE; HE MADE A POINT THAT THE JOB REQUIRES A LIFTING ABILITY OF 50 LBS. AND OCCASIONALLY 100 LBS. COUNCILOR ADLONG MADE THE POINT THAT THIS WOULD BE DIFFICULT FOR ANYBODY, NOT JUST WOMEN. I AM NOT HERE TO CREATE CONTROVERSY OR TROUBLE, HOWEVER, I THINK IT IS IMPORTANT TO LET THE COUNCIL KNOW THAT I FOUND OFFENSIVE THE CONCEPT THAT BECAUSE AN INDUSTRY IS CURRENTLY DONINATED BY ANY ONE GROUP, WE SHOULDN'T CONSIDER HIRING FROM OUTSIDE OF THAT GROUP. I WAS THE FIRST PAID FEMALE HIRED AT DUNDEE FIRE AND AM NOW THE LONGEST TENURED EMPLOYEE OTHER THAN THE FIRE CHIEF. MY JOB DESCRIPTION STATES I AM REQUIRED TO LIFT 50-60 LBS ON A REGULAR BASIS AND COULD BE REQUIRED TO LIFT 100+ LBS. EVERY DAY, IF EMERGENCY CALLS. I CAN AND HAVE DONE ALL THAT HAS BEEN REQUIRED OF ME FOR THESE LAST 4 YEARS. AS PUBLIC SERVANTS, WE SHOULD BE OPEN TO GIVING CONSIDERATION TO AND HIRING ANY PERSON WITH THE INTEREST AND QUALIFICATIONS TO DO A JOB THAT WE NEED DONE.

THANK YOU FOR YOUR ATTENTION,

BETH TINT

MAY 7TH, 2019

(WRITTEN BECAUSE THE CONVERSATION AT THE LAST COUNCIL MEETING ON APRIL 16TH, 2019 WENT FROM COUNCILOR ADLONG ASKING ABOUT WHY THERE AREN'T MORE WOMEN, OR DIVERSITY IN GENERAL, WORKING FOR PUBLIC WORKS, TO THE ENTIRE COUNCIL (WHO WERE PRESENT) DISCUSSING WHETHER, OR NOT, IT WAS A WEIGHT LIFTING/MOVING INCAPABILITY ON WOMEN'S PART-AND QUESTIONING WHETHER OR NOT THIS IS A DETERRENT FOR WOMEN TO APPLY.)