

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
May 7, 2019**

Call to Order.....	2
Council and Staff Attendance.....	2
Public Attendance.....	2
Agenda Changes.....	2
Public Comment.....	2
Presentation: If I Were Mayor Contest Award Presentations.....	2
Consent Agenda.....	2
Old Business.....	2
2019 Street Improvement Projects.....	2
Ordinance No. 569-2019, Department Head Hiring.....	3
YCOM Fire Department Dispatch Proposal.....	4
New Business.....	4
Duty Officer Pay.....	4
Conflagration Reimbursement Adjustment.....	4
Outside Water Service Expansion.....	5
Council Concerns and Committee Reports.....	7
Mayor’s Report.....	7
City Administrator’s Report.....	7
Public Comment.....	8

City of Dundee
City Council Meeting Minutes
May 7, 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 (7:15 pm); Councilors Jeannette Adlong, Patrick Kelly; and Ted Crawford. Absent: Councilors Storr Nelson and Kristen Svicarovich. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; John Stock, Fire Chief; Melissa Lemen, Administrative Assistant; and Beth Tint, Firefighter.

Public Attendance

Mike Henry, HBH Consulting Engineers; Chris Lee; Bailey Lee; Todd Dallof, Volunteer Firefighter; Amy Hanifan; Lars Johansson; Erin Harris; Taylor Harris; and Shani Kahnadooian.

Agenda Changes

None.

Public Comment

None.

Presentation: If I Were Mayor Contest Award Presentations

Mayor Russ voiced appreciation to those who participated in the annual contest. He discussed the judging process and the fact that the first place winner will then compete in the contest at the State level. M. Russ announced that the third place winner was Emma Wenks, though she was not present to receive her \$25 gift card award. The second place award was presented to Taylor Harris, along with a \$50 gift card. The first place winner, Bailey Lee, was recognized and presented with a \$100 gift card. Bailey's entry will be submitted for the State level contest. Councilor Crawford noted that approximately five years ago a student from Dundee won the State contest.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, April 16, 2019. The **motion** passed unanimously.

Old Business

2019 Street Improvement Projects

City Engineer Reid discussed that the City recently received the executed Small City Allotment grant agreement from ODOT, and will be looking to go out for bid for the improvements as soon as possible. In addition to Charles Street funded with the SCA grant, other street paving is recommended. He discussed that the first street considered was Cedar Street. He noted that Councilor Storr Nelson also reviewed the street projects considered. The details of the SE Cedar Street recommendation were discussed in detail, as outlined in C.E. Reid's memo on page 9 of the agenda packet. C. Adlong inquired as to whether or not complete removal and replacement would include curbs as well to which C.E. Reid indicated that it does not, though it does include replacing the existing street width of 16 feet. C.E. Reid noted that part of the project includes placing asphalt at the 10 foot approaches to the driveways, though the City is not currently

planning to widen the street to the full TSP width with curbs and sidewalks due to lack of funding. The SE Beech Street improvement recommendation involving a grind and overlay was discussed in detail. C.E. Reid discussed that the proposed SE Locust Street improvement is a continuation of the work already completed. Discussion ensued and the recommendation was explained in detail. C. Adlong inquired as to whether there would be room for any kind of a lane for walking for pedestrian safety to which C.E. Reid indicated that at this time that has not been reviewed. He explained that one street that might be able to be considered for that possibility would be Locust Street as there are sidewalks along one side from Fifth Street to Eighth Street now. He pointed out that having some pedestrian connectivity across town would be a good idea. Additional discussion ensued and he noted that once bids for the work are received it would better be able to be determined whether this might be an option, though noted that if bids were favorable consideration was going to be given to trying to get more repair work done possibly on Seventh Street. A striped walking area was noted to require likely 4 feet of space, which would also restrict parking along that side of the street. C.A. Daykin pointed out that a lot of the discussed streets are narrower than traditional two-lane roads; at least 20 feet for two lanes would be ideal if part were going to be dedicated for pedestrian use. C.A. Daykin also pointed out that there are better safer solutions for pedestrian traffic than designated street lanes. C.E. Reid discussed that proposed improvements for SE 8th Street, and explained that given that a similar type of repair is required in this area with removal of the existing asphalt surface and subsurface work prior to paving. Since Beech Street will involve grinding, it makes more sense to defer that work to next year along with other streets requiring similar grind and overlay treatments.

C.E. Reid discussed that in anticipation of doing some slurry seal work in recommended areas, repair work will need completed in areas of poor subgrade or in areas of heavy alligator cracking. The recommended 2019 Street Repair Areas were noted to be listed in priority and were briefly discussed. The map on page 11 was discussed and questions were answered. M. Russ inquired as to what the total amount of square feet of repair work is being proposed to which C.E. Reid indicated that he though he does not know the answer at this time he could easily provide it.

C. Crawford inquired as to whether or not there used to be a requirement for the grant funds that required sidewalks or some type of pedestrian improvements be made as well. C.A. Daykin discussed that this SCA Grant is for street improvement along with some safety improvements along Neiderberger where a ditch will be filled in though it won't be a paved or sidewalk surface. Additional discussion ensued and C.A. Daykin explained that if safety improvements are provided more points are scored under their scoring criteria for grants; he confirmed that on this grant request no curbs or sidewalks were proposed to be done. C.A. Daykin discussed that the funding of these projects is available in the fiscal year budget for next year, totaling \$473,000 in appropriations, \$100,000 of which is being funded with an SCA Grant with \$373,000 coming from accumulated savings in the Street CIP Fund from the State excise tax as well as the local gas tax. He discussed that the City is also using part of the loan proceeds that otherwise were used for the LID; the City expects a greater percentage of the owners paying off those loans which would then free up that loan capacity for these types of projects. He noted that these types of loans have been used before in a substantial way for getting these very expensive projects underway. C. Crawford inquired as to whether only one bid will cover all of the work to which C.E. Reid confirmed and noted to be approximately 37,000 square feet (not including the driveways). The consensus of Council was to move forward with putting the work out for bid, which will then be brought back for Council's consideration of award at a future meeting.

Ordinance No. 569-2019, Department Head Hiring

A motion was made and seconded to adopt Ordinance No. 569-2019, an ordinance relating to hiring of department heads and amending Section 2.12.030 of the Dundee Municipal Code. **The motion** passed unanimously.

YCOM Fire Department Dispatch Proposal

C.A. Daykin provided a brief overview of his agenda report on page 15 of the packet. He discussed that YCOM presented a proposal which was too costly for the City of Dundee to accept. M. Russ inquired as to what he and Chief Stock were hoping to gain by opening the conversation with YCOM to which Chief Stock indicated that the intent was to unite with the other fire services in Yamhill County; to be operating and dispatching on the same frequency with the hope of consolidating the fire services in Yamhill County in the future. He voiced that his hope had been that the quote would have come out much differently than what was submitted. Chief Stock also noted that the Department is faced with a large financial need for new radios once the 800 system goes digital because they have no radios currently that can go digital; it could cost in the range of \$350,000 to obtain radios though the prices are becoming more competitive. Detailed discussion regarding radios ensued. Chief Stock noted that a grant request has gone out and that some funds have been set aside for some radios for the next budget cycle which will help. Chief Stock noted that they currently have received a large donation of radios to talk on the County system with the hope that the Department would be moving over; those radios are at a fraction of the cost of even what the lowest base model digital 800 radios cost. He explained that there will still be a need for the Department to talk to Newberg on the 800 system; a dual band system is also an option (two operating frequencies on the same radio). Additional discussion ensued. C. Crawford discussed concerns with costs associated with the YCOM proposal. C.A. Daykin discussed that one conversation he and the Chief had was that if it was eminent that YCOM would need to have another dispatcher, it would only be a matter of time when the incremental growth in their own calls would trigger that need; by the time the Study is completed it is C.A. Daykin's hope that the City will be in a better position to understand the current and emerging needs of the Department. He discussed that it will take some time if the Department does go through any kind of consolidation process. C.A. Daykin pointed out that there is still time left before the City would need to make that ultimate decision regarding dispatch with the WCCCA digital system anticipated going live July 2020 or later. As far as the amount of money set aside in the budget, C.A. Daykin discussed that those funds don't need to be expended immediately.

New Business

Duty Officer Pay

C.A. Daykin discussed the information contained in his agenda report on page 17. He discussed that he agrees with Chief Stock and that it seems appropriate to increase the Duty Officer pay as indicated. Additional discussion ensued and C.A. Daykin explained that at one time the City of McMinnville had a Duty Officer pay program (though not any longer) which was offered on an hourly basis at \$2.50 per hour which is somewhat the basis of shifting it from 8 hours of straight pay per month to 16 hours per month based on the number of shifts being covered. Chief Stock discussed that the Senior Staff that's been helping in the Volunteer ranks are retiring from the Department, and thus the paid Staff is being relied up on more to help after hours and on weekends. He pointed out that soon the need to hire additional Staff for needed supervision and leadership will be eminent. **A motion** was made and seconded to authorize an increase to Duty Officer standby pay from 8 hours of straight time per month to 16 hours of straight time per month, effective retroactively to May 1, 2019. **The motion** passed unanimously.

Conflagration Reimbursement Adjustment

C.A. Daykin reviewed that there are a number of Fire Department Volunteers that respond to major fire events (conflagrations) on a volunteer basis in Oregon as well as out of State. It was noted that Chief Stock gets preapproval for this and after the event the costs are tallied and reimbursement sought for the time and equipment used for the event. C.A. Daykin discussed

details pertaining to the reimbursement rate for the volunteers and equipment, as well as the City policies regarding reimbursement once received from the State of Oregon (see agenda report beginning on page 19). Details surrounding the proposal of paying additional earnings of \$3,824.82 to volunteers participating in 2017 and 2018 conflagration events were discussed in detail. The \$3,824.82 represents the employer payroll cost of the volunteers' earnings that would otherwise be provided to the volunteers and the recommendation is to use the reimbursement from equipment used in the conflagration events to redistribute this amount to the volunteers. C.A. Daykin pointed out the moving forward the City now has the knowledge that the fully loaded hourly rate, including employer payroll costs, can be requested from the State for future events, so this situation will not repeat itself. C. Weaver discussed his support of the volunteers receiving the proposed funds. **A motion** was made and seconded authorizing payment of additional earnings of \$3,824.82 to volunteers participating in 2017 and 2018 conflagration events. **The motion** passed unanimously.

Outside Water Service Expansion

Mike Henry, HBH Consulting Engineers, introduced himself and explained that he is present tonight representing Saj Jivanjee, owner of the Fox Farm RV Park which is being built just outside of Dundee. He discussed some of the details of the project including the anticipated amenities. Henry provided Council with an additional detailed map of the property showing the connectivity of the property to local winery tasting rooms, including downtown Dundee. He discussed their request of the City to authorize some additional water to the property even though it is outside of the City limits. Henry pointed out that once the RV Park is completed it will provide financial benefit to the City; guests will be staying in close proximity to Dundee and are anticipated to frequent local restaurants and wineries. He discussed that there are three criteria within the City ordinance relating to whether or not water can be provided. Henry discussed that they recently completed a Study on an RV park in Silverton, OR, which was a Study that DEQ required to determine sewage flow for the park. He explained that sewage and water flow in RV parks are very similar as water use is limited to use inside the RV; there would be no irrigation use, washing vehicles, etc. C.A. Daykin explained that a gray water system is planned to be used for irrigation purposes. Henry discussed that the sewer system will be a state-of-the-art facility which will produce a Class A effluent which will be stored and used for irrigation. Henry discussed that their analysis was based on Silver Spur RV Park and what it showed is that the average park on a maximum day with 85% occupancy was calculated to use 4,926 gallons of water use per day; and a maximum month usage (at approximately 70% occupancy) of 3,492 gallons per day of water. Henry explained that they are proposing that this amount of water go through a 2 inch meter serving the property. C.A. Daykin discussed that the service is a 2 inch service line coming off of the main; if a 2 inch meter is placed it won't need to be improved all of the way to the main. Henry pointed out that their request isn't necessarily to increase the usage of water for their project, but to be able to utilize the service that was provided some time ago with the maximum demand shown when the property had an active nursery business. He explained that they may possibly be able to get some water from Hiland Water Company, though during peak demand they would utilize almost the entire summer flow that they have out of their well which they wouldn't be willing to provide. Henry pointed out that they do have a hardship and cannot build the RV Park without some help. C.A. Daykin discussed that using the water usage numbers provided in the Study and assuming an average of 1200 cubic feet per dwelling during peak month demand; he noted the proposed RV use to be equivalent to about 12 single family dwelling units. It was noted that the RV park will be a short-term stay park (1-5 days), and is being built to service the wine industry.

M. Russ discussed that the City had been providing water to a house on the property and the house has been removed. He explained that his interpretation of the criteria is that it requires

domestic use which he is unsure is the case with an RV Park. He pointed out that a single domestic use is being proposed to change to a dozen for an outside water source.

C.A. Daykin explained that this outside water service expansion is at City Council's discretion. Additional discussion ensued and C.A. Daykin discussed a similar situation on the property just north of the ARCO station. Henry pointed out that their proposal is for domestic use only for the RV units, though M. Russ pointed out that it's a commercial establishment. C. Crawford pointed out that domestic use does not equate with residential use. M. Russ discussed that he is not against leaving the operation as is with the continued service which has been provided, under the limitations which were established, but noted that a 2 inch line outside the City seems huge given that the City will barely be able to meet half of the capacity of the Riverside District as it builds out. C. Crawford inquired about whether or not a contingency can be placed if the City can no longer serve within the boundaries; C.A. Daykin discussed the regulation provided in the Code. He also pointed out that in the City's 20 year plan for the future more water supply is required to fully build out the current properties in the City's UGB. Additional detailed discussion ensued. C.A. Daykin pointed out that Council will have influence on properties in close proximity to the City of Dundee by becoming a water customer; revenues are received to help support expansion of the water system. C. Adlong offered discussion and indicated that she feels Council should consider granting the request with a few stipulations including a request to comply with the City lighting ordinance as well as compliance with other applicable ordinances deemed appropriate. C. Adlong inquired about the use of fire pits, to which Henry indicated would not be likely, and pointed out that if every site is provided a fire pit which is used, the smoke would descend on Dundee, which restricts outdoor burning. Henry indicated that they are willing to abide by not having fire pits. It was noted that the green strip on the provided map along Highway 99W will serve as a landscape strip which will provide a visual barrier to the RV's. C. Adlong discussed her belief that the RV Park should comply with Dundee's dark sky ordinance as well as the burning ordinance since they are practically part of Dundee. M. Russ voiced his opinion that there be a binding agreement that any additional lands acquired by the RV Park owners in the local vicinity also be subject to future annexation. Detailed discussion ensued. C. Crawford pointed out that the discussed Agreement reaches the boundaries of the discussed property only, and if they expanded to include another property then another Agreement would need to be established. C.A. Daykin offered clarification that the annexation only applies if the UGB is expanded to the area where it could be annexed. C.A. Daykin noted his belief that Four Graces Winery has two independent wells. Discussion ensued. C. Adlong inquired about whether if the RV Park comes to an end the Agreement would also end. C. Atty Ramis noted that it seems that the Code is completely discretionary of the Council; limitations could be placed. Detailed discussion ensued. It was also noted that the rates for water use above 550 cubic feet increase incrementally as an outside user. Detailed discussion ensued. C. Crawford inquired as to whether or not there will be permanently positioned RV's available for rental at the RV Park to which Henry replied that there will be none to his knowledge.

Lars Johansson, who works with Saj Jivanjee, introduced himself along with, Shani Kahnadooian, who indicated that he lives next door to the property and works at Four Graces. C. Adlong inquired about the possibility of guests walking along the back of Four Graces and connecting to the park. Kahnadooian discussed that they are planning to talk to the County about placing a crosswalk with flashing lights to allow for ease in pedestrians passing back and forth on Fox Farm Road, as well as aid in reducing the speed in this area. C. Crawford suggested that requesting a speed study for the area would be helpful as it is his belief that no one travels at 55 mph in that area; he suggested that if the traffic is going slower the speed limit could likely be signed at a lower level. Chief Stock supported the stipulation of a public fire hydrant for fire protection in the area. C.A. Daykin suggested that the owners of the RV Park as well as Four Graces should check with their insurance companies to find out what impact placing a hydrant

would provide. Henry offered that if the City indicated where the best location would be for a hydrant, and there is a main large enough to feed it, they would be happy to install it. C. Weaver voice support of the RV Park 2 inch water meter upgrade, with agreement of the stipulations, and noted that it seems to be a great improvement to the property. A **motion** was made and seconded to approve the request for expansion to a 2 inch meter serving the property at 9660 NE Fox Farm Road, including following the Dundee Burning Ordinance, the Dundee Exterior Lighting Ordinance, paying for the installation of one fire hydrant with location as determined by the City Engineer, and limited water usage to within 5% of the usage proposal with a final to be presented upon completion of construction. **The motion** passed with C. Weaver, C. Adlong, C. Kelly and C. Crawford voting in favor, M. Russ voting nay.

Council Concerns and Committee Reports

C. Crawford discussed that the City of Newberg recently hired a new Executive Director for their Tourism – Visit Newberg. He discussed that there will be a meet & greet event tomorrow with the Board Members of Visit Newberg, of which C. Crawford is an ex-officio Board Member. He explained that the plan is to work with the Executive Director jointly with marketing; the hope is to work on a contract for about \$35,000 a year to start for joint marketing with Newberg. Additional detailed discussion ensued.

With regard to the Taste of Dundee event, C. Crawford explained that the consensus of the Tourism Committee was to wait and discuss the event with the new Executive Director of visit Newberg in an effort to work together on a joint Taste of Dundee for 2020, and not to make any kind of offers yet to take ownership from the Chamber; there are still many unanswered questions. C. Crawford discussed that hiring an Event Director for the 2020 event could really assist in properly promoting and putting on a successful event.

C. Crawford discussed that this will be the last year that Chris Nagey, the race director, will be doing the Fueled by Fine Wine half marathon event. He explained Nagey is looking to sell the event to someone though it is his belief that she has not yet found someone. C. Crawford indicated that he suggested that whoever does the Taste of Dundee event could potentially organize the Fueled by Fine Wine event as well; discussion ensued. Additional discussion ensued regarding the Fueled by Fine Wine Event.

Mayor's Report

M. Russ inquired as to whether the City has yet gone out for bid on the highway lighting project to which C.A. Daykin indicated has not occurred. He discussed that the City has not yet received the specifications and plan sheets from ODOT's consultant, DKS yet. C. Crawford inquired as to whether or not there is any news on the forced undergrounding of laterals for the power. C.A. Daykin discussed that he had a conversation this afternoon with PGE; there will be a follow up meeting in Dundee. He explained that though they are moving in the right direction, unfortunately it's been awhile since PGE has engaged in the forced undergrounding process outlined by State law and the people who had are no longer with PGE and are re-learning all of the technical processes to make this work.

City Administrator's Report

C.A. Daykin discussed that Chief Stock did meet with Jim Omundson and Mr. Baldwin and his associates to discuss the next phase of improvements/repairs in the bay floors. He discussed that it appears that the City will need to commit to making the space available for three days without interference from the City. C.A. Daykin discussed that this will pose some challenges for Chief Stock.

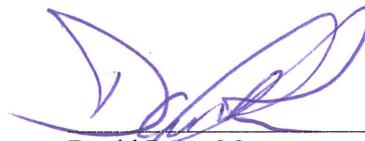
C.A. Daykin discussed that the public hearing regarding the Riverside Code will be wrapping up with the Planning Commission. He explained that a workshop session with City Council is desired before the public hearing with City Council at the meeting on June 18, 2019. In talking with Planner Caines, she has indicated her belief that the work session will take approximately an hour. The consensus of Council was to meet at 6:00 pm on May 21, 2019 for a workshop session on the Riverside Code process prior to the regular City Council meeting which begins at 7:00 pm.

C.A. Daykin discussed that he, Planner Caines and C. Atty Ramis met with the two principle owners in the Riverside District Master Plan area, Stuart Lindquist and Rod Grinberg, and Kay Edwards, and had a pretty good conversation though there is a distinct possibility that the City will arrive at the hearing and not be in a position to take the kind of action that they would like to see. C.A. Daykin explained that he tried to stress upon them the importance of having a finance plan in place for the various significant public infrastructure components that are needed for their development when they move forward. He discussed that one of those public infrastructures is parks, and he referenced the two subareas (Subarea A (Edwards) & Subarea C (Lindquist)) which are west of the bypass. He reviewed that the policy of the Riverside Master Plan is that there should be one neighborhood park that serves the two residential areas of the two subareas. C.A. Daykin explained that he is still getting some push back on some of the design standards and some unique issues that have come out of that. Additional discussion ensued regarding some of the potential financing options which were discussed with the involved parties. C.A. Daykin explained that it seems that the preferred method to go with is a Development Agreement in which there four parties involved, the two major property owners, the City and CPRD. Once the appropriate land is provided by the owners, CPRD would then develop and maintain the park. C.A. Daykin discussed that CPRD indicated that they felt that this would be something they'd be willing to do. C.A. Daykin noted that he plans to attend their May 23rd CPRD Board meeting, along with C. Adlong, to reintroduce the idea and discuss any specific concerns they may have with the development of parks in the Riverside area. A report will be provided back to Council following the CPRD Board meeting.

Public Comment

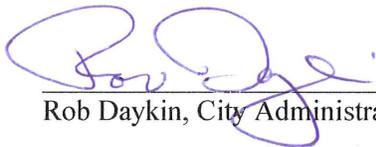
Beth Tint, Dundee Firefighter, approached Council and read a prepared statement which has been added to the meeting records. Tint objected to inferences made at the prior council meeting that applicants for the Utility Worker II position are likely to be men. C.A. Daykin offered a point of clarification that the City will be looking at the qualifications of candidates that apply and indicated that he has no bias in the type of candidate who would be coming forward for the available public works Utility Worker II position.

The meeting was adjourned at 8:23 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder