

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
June 19, 2018**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes	2
Public Comment.....	2
Consent Agenda.....	2
Old Business	2
Winery Waste Pre-Treatment	2
Ordinance No. 563-2018, Accessory Dwelling Unit	5
Dundee Community Center Parking Lot.....	5
Resolution No. 2018-10, Water Rates	5
Resolution No. 2018-11, FY 2018-19 Budget Adoption	5
New Business	6
Storm Water Master Plan Update.....	6
Executive Session	6
New Business	6
Sale of 1936 Chevy Fire Engine	6
Resolution No. 2018-12, FY 2017-18 Budget Transfers	7
Slurry Seal Bid Award	7
Parks Advisory Committee Application.....	7
Locust Street LID	7
Council Concerns and Committee Reports.....	8
Mayor’s Report.....	8
City Administrator’s Report	8
Public Comment.....	8

**City of Dundee
City Council Meeting Minutes
June 19, 2018**

Call to Order

Mayor David Russ called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Mayor David Russ; Council President Kristen Svicarovich; Councilors Tim Weaver, Doug Pugsley, Jeannette Adlong and Ted Crawford. Absent: Councilor Storr Nelson. Staff Members: Rob Daykin, City Administrator; Bill Monohan, City Attorney; Greg Reid, City Engineer; Cheryl Caines, City Planner; John Stock, Fire Chief; and Melissa Lemen, Administrative Assistant. Jacob Zahniser, City Attorney arrived at 8:30 P.M. for attendance of the Executive Session.

Public Attendance

Chris Baker, 12th & Maple Wine Co.; John Haslett, 12th & Maple Wine Co.; Michael Humm, Kennedy Jenks Consultants; Gretchen Boock, Wine By Joe; Travis Proctor, Wine by Joe; Janet DeWith, Dundee Women's Club President; Matt Wadlington, Regional Manager, Civil West Engineering; and Will Templeton, Project Engineer, Civil West Engineering.

Agenda Changes

Item 6.6 Locust Street LID was added to old business.

Item 7.4 Sale of the 1936 Chevy Fire Truck was added to new business.

Item 7.5 Application for Parks Advisory Committee Appointment was added to new business.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda Item 5.1 Financial Report ending May 31, 2018. **The motion** passed unanimously.

Old Business

Winery Waste Pre-Treatment

Michael Humm, Engineer, Kennedy Jenks Consultants, provided an update on the Industrial Discharger Program and to discuss data which has been captured. He requested Council feedback on an approach moving forward. Humm reviewed that they have reached out to the local wineries to provide them information about self-monitoring their flows and load, and gather information on what they are discharging to the treatment plant. He provided an overview and discussed the goals of the program. Humm pointed out that composite sampling identified spikes in BOD loading, as well as times when pH is low. Low pH was noted to be very problematic for the WWTP; low pH upsets the biology at the treatment plant by putting it in a dormant state. Humm pointed out that they have discovered that high loads/discharge is not just occurring during the crush period; it is actually occurring 7-8 months out of the year from April until late in the fall. Humm explained that in addition to crushing the grapes in the fall (peak period), winery tasks including cleaning tanks, transferring and other various activities are contributing to the elevated discharge. Humm stated that there has been significant growth of non-pretreated waste

from existing wineries as well as development of new wineries since the development of the sewer rate schedule based on strength of waste. Restaurants were also noted to contribute to higher BOD loadings, however, with restaurants the volumes are much lower which translates into much less actual pounds of waste per day to process. Humm suggested that a maximum limit should be set on wineries in the very high strength (non-pretreated) rate schedule as there is not an endless supply of capacity available. With regard to the data contained in Humm's report, it was noted that 12th & Maple, Wine by Joe and Joe Dobbs Winery were all very cooperative in providing information; Purple Hands Winery was somewhat cooperative and Antiqua Terra was not responsive. Humm pointed out that the low pH issue is something that needs to be corrected immediately as nothing can be done to buffer or adjust the pH once it gets to the plant; by the time it arrives at the plant it flushes through and make an impact. Humm discussed in detail how BOD concentration will generate various pounds of waste based on the volume of flow, as reflected on the graph on page 6 of his presentation.

Humm discussed the existing Municipal Code information pertaining prohibited discharges as well as pretreatment requirements. The pH ranges in the Code were discussed and noted to be standard amounts across the country. Humm pointed out that pretreatment, as it relates to prohibited discharges, could require preliminary treatment at the decision of the City Engineer.

Humm discussed the complexities of creating a pretreatment program which encompasses the wide variety of facilities impacting BOD and pH levels. Humm discussed the importance of correcting the pH immediately to avoid the risk of a permit violation. Humm provided his recommendation of capping the high rate tier as opposed to keeping it open ended. He also discussed a potential tiered rate for existing facilities in detail, as well as pointed out the positive impacts at the WWTP in doing so.

Humm discussed that 12th & Maple presently does an excellent job with pretreatment for the facilities located on the east side of the railroad and discharge 100-200mg/l, which is less than residential concentration. Humm also explained that discharge value information from 12th & Maple Winery included in his presentation was obtained from the untreated side of their facilities located on the west side of the railroad. Humm suggested that all new facilities or those wishing to expand comply with the pretreatment program. The potential pretreatment path was discussed, including that City and facility individual agreements will likely be utilized.

Humm informed that last week he spoke with 12th & Maple winery and Wine by Joe and invited them to the Council meeting tonight to make sure they understood what is being discussed and potentially provide some feedback to the City as well.

Council acknowledged the concern with regard to pH levels. Council discussed thoughts and ideas with regard to a realistic timeline for adjustment of pH and what is involved with the pretreatment process including costs in managing this issue. Humm informed that when he met with 12th & Maple last week they were implementing pH neutral already on both sides. He also discussed that when he spoke with Jared Nunley, WWTP Operator today and he informed that North Star Chemical had just visited Wine by Joe and indicated that they were putting together something to address pH. Humm explained that pH correction is potentially a shorter path and, cost aside, relatively easier to implement. Humm explained that it is his hope that implementation of pH correction be completed by the upcoming crush period. Other wineries in the area were not noted to yet have direction on correcting their pH levels.

Chris Baker, 12th & Maple Winery, provided some background information on how their business has evolved over the years with regard to their pretreatment regimen. Some complexities with regard to this process were discussed as well, and Baker noted his previous assumption that pH

was being addressed at the WWTP. Humm discussed that pH adjustment can be done at the WWTP when it's coming in between 6-9; not for an influent pH of 3. Discussion ensued with regard to the options for balancing pH moving forward.

Humm pointed out that the WWTP only has so much capacity and currently industry is displacing capacity assigned for future growth; at some point things will become out of balance and not be able to accommodate. Residential uses were noted to likely be supplementing the commercial and industrial uses of the capacity at the WWTP. Council discussed that pretreatment at winery facilities is part of conducting their business. The point was raised that the City of Dundee has invested significantly in infrastructure that is meant to serve the community as a whole and capacity to serve the community in the future is being reduced by the expansion of non-pretreated winery waste.

Gretchen Boock, Wine by Joe, discussed some of the reasons why they presently don't participate in pretreatment. She discussed that they are nearing the end of a twenty year lease, permanent additions to the buildings are an issue as well as space considerations, though cost is a huge concern as well. She discussed that Wine by Joe has opted to pay at the higher rate all these years rather than pretreat as they weren't sure if this could be accomplished effectively or not at their facility, however she did note that their facility arrangement would allow for pH adjustment.

It was discussed that at the time the new WWTP was selected it was not yet known that Dundee would be home to two or three of the largest wineries in the State. Humm discussed that there are a lot of costs associated with treatment, whether those costs fall on the industry or the City. He discussed that pretreatment generally can fall into three categories: 1. At the individual discharger, 2. A regional facility, and 3. At the treatment plant with some sort of rate structure or payment that is justified based on load.

There was discussion with regard to BOD's and the fact that they are soluble and found in both liquid and solid waste material. Baker discussed processes at their 12th & Maple facility including the use of a filtration system. The difference in cost ratio to implement BOD control for small versus larger facilities was briefly discussed.

The consensus of Council was to work towards an immediate solution to adjust the pH, as well as complete some solid research and work to achieve cooperation with the entities about what looks realistic moving forward with regard to BOD's; a lower micron filter without the polymer for a facility who has nothing would still make a significant impact. C. Crawford requested a cost analysis for the winery facilities with regard to the cost of operating now as well as the costs to make the discussed changes; cost analysis for the City to treat was also requested. Discussion ensued regarding the fact that pretreatment requirements have been in place since the implementation of the new WWTP, though it doesn't appear they are being followed. Baker pointed out that the City did implement a fee scale and noted that they do pay more per gallon on that higher fee scale. It was noted that Dundee is a small City in comparison to the large wine industry here; if Dundee were a large City the impacts at the WWTP would not be the same. It was suggested that a dual approach with the City taking on some fee supported pH treatment could be helpful for the smaller producers; they potentially would then not have to put in their own equipment and the fee structures could potentially support some treatment costs on the City side. Humm indicated that he will research the details of what potential costs would be associated with adjusting the pH level at the WWTP.

Detailed discussion ensued with regard to the dramatic difference in impacts that small boutique wineries have on the WWTP as opposed to those larger scale wineries. C.A. Daykin pointed out that moving forward the policy will be to require all new wineries to pretreat; and recommended a

phased approach implementing pretreatment for the existing wineries to recover plant capacity for new development.

Ordinance No. 563-2018, Accessory Dwelling Unit

Council along with City Planner Cheryl Caines discussed ADU guidelines including the proposed height limitation as it applies to converting a detached garage into an ADU. The updated information with regard to additional parking requirements for ADU's was reviewed. **A motion** was made and seconded to adopt Ordinance No. 563-2018, an Ordinance amending the Dundee Development Code sections 17.202 (Zoning Regulations), 17-203 (Special Use Standards), and 17.201 (Definitions) to allow Accessory Dwelling Units within zones allowing detached single-family homes, establish standards for their development, and declaring an emergency. **The motion** passed unanimously.

Dundee Community Center Parking Lot

Planner Cheryl Caines provided an overview of her memorandum on page 39 of the agenda packet. She reviewed that the site presently does not meet parking requirements (and possibly other standards); the proposed parking lot is a nonconforming expansion and Planner Caines requested feedback from Council with regard to their interpretation of the Code. Discussion ensued with regard to the processes involved with a Type I Checklist Review as well as the Type III option. City Attorney Monohan discussed that the language in the Code that has been described is not the typical nonconforming use language; it provides more opportunity for the City Council to make an interpretation. Detailed discussion ensued with regard to the information provided in the Code, and Planner Caines provided detailed information regarding Type I, Type II and Type III permit criteria. **A motion** was made and seconded to process the Dundee Woman's Club Parking Lot nonconforming development under the Type I application. C. Svicarovich pointed out that though nonconforming, historic parking on Tenth Street has been displaced due to the sidewalk/streetscape improvement project and this is an important component as to why this should be considered as a Type I. **The motion** passed unanimously.

Jan DeWith, President, Dundee Women's Club was present and voiced that she is in favor of the discussed parking lot. She noted that they do have an Agreement with the owners of the property behind them which allows them to use the area for additional parking as well. Planner Caines described the process moving forward regarding the Type I Review.

Resolution No. 2018-10, Water Rates

Details pertaining to the proposed water rate increase as presented on the table on page 43 of the agenda packet were briefly discussed. **A motion** was made and seconded to adopt Resolution No. 2018-10, a resolution setting water consumption rates and associated changes and repealing Resolution No. 2014-10. **The motion** passed unanimously.

Resolution No. 2018-11, FY 2018-19 Budget Adoption

C.A. Daykin informed that Chief Stock was not able to take advantage of ordering the protective clothing this. He explained that the industry got really busy and the vendors were not able to respond; this \$10,000 item will be carried over to next fiscal year. To aid in the ease of the transition, C.A. Daykin requested Council consider increasing appropriations \$5,000 in the Fire Department under Capital Outlay. Additional detailed discussion ensued, and C.A. Daykin informed that on page 49 the total amount in Section 1 would then change from \$9,125,100 to \$9,135,100, Fire would change from \$492,300 to \$497,300 and therefore the fund total would increase from \$1,674,500 to \$1,679,500. On page 51, total appropriations would increase by \$5,000 to \$7,837,600, and the total unappropriated amount would increase to \$1,297,500. The Total Adopted Budget amount was noted to therefore be \$9,135,100. **A motion** was made and seconded to adopt Resolution No. 2018-11, inclusive of the above detailed changes, a resolution

adopting the 2018-2019 fiscal year budget, appropriating funds and levying property taxes for the fiscal year 2018-19. **The motion** passed unanimously.

New Business

Storm Water Master Plan Update

Matt Wadlington, Regional Manager, and Will Templeton, Project Engineer, Civil West Engineering, provided an overview of their services with regard to updating the Storm Water Master Plan. City Engineer Reid informed that there will be an assessment of the existing storm water system to provide an update; there have been many changes made since the last Master Plan. Additional discussion ensued. Wadlington pointed out that they will also review the Riverside area and determining what storm water infrastructure will be required as that evolves; discussion ensued. Wadlington explained that they will plan to provide Council with options along with associated costs and benefits for the Riverside area. In addition, C.E. Reid discussed that in other areas of the City there are very different geographic and storm water situations which will be addressed as well; there may be very different treatment standards depending upon the location in town. Construction costs as well as long-term maintenance costs and impacts were also noted to be valuable information which will be ascertained. Detailed discussion ensued regarding various storm water options; assessing the costs of potential options along with their associated maintenance costs will help in determining what will be a good fit for the City.

It was noted that presently the mapping has been done within the CAD program as the City does not have GIS software; if the City did obtain GIS software in the future the information would be transferrable from CAD. C.E. Reid expressed the importance of being able to update the mapping files as new infrastructure is built.

Discussion ensued with regard to the Riverside area, specifically with regard to the wetland area below the house and the fact that this is a natural area to be directing the storm water runoff; if this area were determined to be the official storm water ravine it was discussed that there may be a way to obtain funding to purchase the property to make it a natural area park (City amenity). It was noted that this would need to be something official in the Storm Water Plan in order for the City to be justified in doing so. The two components of Storm Water management were noted to be volume management and quality management; detailed discussion ensued. C.E. Reid discussed concerns and complexities associated with this area especially with regard to DEQ and wildlife habitat maintenance requirements.

A motion was made and seconded to approve the scope of services proposed by Civil West Engineering Services for preparation of an update to the 2006 Storm Drainage System Master Plan. **The motion** passed unanimously.

Executive Session

The City Council entered Executive Session at 8:43 P.M. in accordance with ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session ended at 9:04 P.M. and Council reconvened.

New Business

Sale of 1936 Chevy Fire Engine

A memo from Dundee Fire Chief John Stock was provided to Council. Chief Stock was present at the meeting and reviewed the information presented. Chief Stock discussed that the Newberg Volunteer Fire Department is disbanding and dividing up and dispersing their remaining funds in the community, and have indicated that they will provide \$12,000 donation towards updating Dundee's extrication equipment. Chief Stock also informed that Dundee Fire Departments first

fire engine, a 1947 International, has been located (Crooked River Ranch) and the new storage facility between Newberg and Dundee has offered to help donate and build a garage for it when and if it does return to Dundee. **A motion** was made and seconded to declare the 1936 Chevy Fire Engine as surplus and donate it to the Dundee Fire Rescue Volunteer Fire Fighters. **The motion** passed unanimously.

Resolution No. 2018-12, FY 2017-18 Budget Transfers

A motion was made and seconded to adopt Resolution No. 2018-12, a resolution transferring budget line item amounts within a fund or between funds for fiscal year 2017-2018. **The motion** passed unanimously.

Slurry Seal Bid Award

C.A. Daykin provided an overview of the information contained in his agenda report on page 121. He discussed his intent with Dundee participating in Hillsboro's procurement process, which included Sherwood and Oregon City, and advised Council that he was recently contacted by Intermountain (the contractor who was not awarded the Hillsboro project) about Dundee using alternate pricing used for Troutdale that had a provision in their bid to allow pricing to be extended to other agencies. Additionally, he explained Telfer reduced their fixed costs after some consideration and ultimately lowered the price by \$7,000, which came out to be closer to the projected budget for the project. Detailed discussion ensued with regard to budgeted costs. C.A. Daykin reviewed that his recommendation is to accept the Telfer bid and complete the streets that the City had outlined for the slurry seal. Though it was noted that the total cost would be \$61,155, C.A. Daykin explained that he may ask them to do an additional 2,000 square yards of slurry seal to pick up Eighth Street at Rolling Acres; they were left off of the list originally due potential parking issues during application. The addition of Eighth Street would potentially pull the price below the budgeted amount of \$2.50 per square yard. Discussion ensued with regard to the complexities of the bid process, as well as thoughts regarding future opportunities for slurry seal work. **A motion** was made and seconded to authorize the City Administrator to execute a contract with Telfer Pavement Technologies for slurry seal work on selected Dundee streets plus 2,000 square yards at the unit price. **The motion** passed unanimously.

Parks Advisory Committee Application

C.A. Daykin provided Council with a copy of David Dixon's completed Parks Advisory Committee application. C.A. Daykin also informed that he is expecting to receive a second application for the Committee next week as well. **A motion** was made and seconded to appoint David Dixon to the Parks Advisory Committee. **The motion** passed unanimously.

Locust Street LID

City Engineer Reid reviewed that when he created the Locust Street LID he did not include new street lighting and thus it is not included in the budget. He discussed with Council the costs associated with bringing the present lighting up to code; presently there is only street lighting at the intersections with no midblock lights. Discussion ensued regarding the specific lighting requirements and costs associated with bringing the lighting up to Code. Though adding midblock lighting would meet the requirements, it was noted that residents in this area are not used to this level of lighting. The importance of applying the standards equally across the City was discussed. Lighting levels were discussed in detail, and it was noted that IESNA is used as the lighting standard in most cities. C.E. Reid noted that there will also be the addition of street trees in the Locust Street area, and shared his recommendation of placing the additional lighting on the residential side of the street if desired by Council. The consensus of Council was to add the lighting to bring the Locust Street up to Code.

Council Concerns and Committee Reports

C. Crawford voiced his support and inquired as to whether or not the Tourism Committee appointment had been made at the City Council meeting on June 5, 2018, which C.A. Daykin confirmed.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin reviewed that Council was provided with a League of Oregon Cities biennial survey of legislative issues. He reviewed that each City has been asked to select their top four issues that they would like to see the League focus on during the 2019 session. It was also requested that Council select four issues which they are least concerned about seeing addressed at this time. C.A. Daykin asked that Council review the material and be prepared to vote for their desired choices at the next Council meeting on July 3, 2018.

C.A. Daykin discussed the yellow curb painting which has been done at the intersection of Seventh Street where cars had been parking too close to the crosswalk. He also reviewed that City Staff painted the radius at the driveway going into Ponzi's. Additional detailed discussion ensued and it was noted that five parking spaces could be properly designated on Seventh Street between Ponzi's driveway and Highway 99W if Council desired. Additional detailed discussion ensued. The consensus of Council was to mark 25 foot parking spaces in the middle with a 20 foot parking space on each end to increase safety in this congested area.

C.A. Daykin reviewed that a Dundee resident contact him today and expressed concerns with regard to people walking their dogs on the Harvey Creek Trail and the Viewmont Greenway Trail who are not cleaning up their pet waste on Viewmont Drive. He informed that the resident requested that dog bag dispensers be placed at certain key locations in these areas. Detailed discussion ensued with regard to the pros and cons of placing bag dispensers, as well as the importance of placing more signage in these areas pertaining to the need of cleaning up after pets. The importance of dogs not being off leash in the natural landscape areas of Harvey Creek Trail was also noted. C.A. Daykin informed that he will raise the topic at the next Parks Advisory Committee meeting in an attempt to find a solution for the concern.

Public Comment

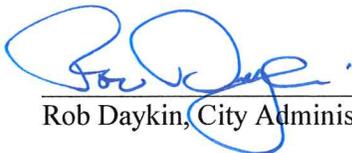
None.

The meeting was adjourned at 9:45 P.M.



Mayor David Russ

Attest:



Rob Daykin, City Administrator/Recorder