

**CITY COUNCIL MEETING
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November 6, 2018**

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**City of Dundee
City Council Meeting Minutes
November 6, 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 Storr Nelson, Doug Pugsley, Jeannette Adlong, Tim Weaver, and Ted Crawford (7:02 P.M.). Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Cheryl Caines, City Planner; Melissa Lemen, Administrative Assistant; Sheryl Hartman, Office Manager; Melody Osborne, Administrative Assistant; John Stock, Fire Chief; Fire Fighters Beth Tint, Chad Jones, and Jeff Myers.

Public Attendance

Andrew Estroff; Don Lowe; Matt McCaw; Michelle Cannon; Tom Schaad; and Tatum Tint.

Agenda Changes

None.

Public Hearing: AP18-19, Appeal of Planning Commission Decision for McCaw Subdivision (S17-26)

Council Deliberation:

A **motion** was made and seconded to accept the findings approving the McCaw Subdivision.

C. Nelson voiced his reasons for voting against it previously, indicating that it is not because he is opposed to the subdivision but because he's opposed to it as presented. He discussed his belief that the Code regarding lot size based on slope was not correctly interpreted, and that the interpretations allow for a subdivision that is detrimental to the quality of life of the surrounding properties. M. Russ discussed the importance of interpreting the Code, not adding to or subtracting from it, and discussed things he has learned from his many years of experience in real estate and government. He discussed that the Council which adopted the regulation continued to serve during its implementation and that there were likely homes being built during that tenure; it is his belief that a precedence was set to allow the graded slopes to determine lot size. M. Russ suggested that Council consider an amendment to the ordinance to make it clearer with regard to what Council would like to see moving forward. He voiced support of the density of housing that has been planned for the City. C. Nelson discussed that he has been on Council quite some time and doesn't recall another infill development where lots were proposed to be graded in a such a manner that another lot could be created within an infill; he cannot recall that Council has allowed this to happen over the years since that Code was written. He pointed out that M. Russ admitted that an adjustment needed to be made to make the Code clearer, which conversely means that it's not clear right now for interpretation. C. Nelson discussed that his interpretation is that it should have been a slope in a pre-graded condition, which he noted is the basis of his argument.

C. Adlong voiced agreement with C. Nelson on this issue. Additionally, she pointed out that Council is unable to stop a subdivision unless it is appealed to the Council; normally subdivisions are approved at the Planning Commission level and she doesn't recall any large subdivisions being appealed to the Council with a similar issue, and has no recollection of a discussion on this matter up until now. Additional discussion ensued and C. Adlong expressed concern that this situation makes it very unclear moving forward as to how the City will deal with proposals where people initiate dividing their lots, adding retaining walls, and squeezing smaller houses between larger homes. She supported that the City needs to have clear standards on how that's done, and expressed concern that approving this subdivision sets a precedence for other lots on the hillside.

C. Crawford inquired about whether or not the meeting minutes from the City Council meeting when this ordinance was adopted are available for review, in an effort to try to determine the legislative intent. C.A. Daykin confirmed that an attempt was made to review the meeting minutes though they were noted to be void of details. C.A. Daykin explained that the very first time the rule surfaced was in 1975. C. Crawford voiced his agreement with C. Nelson and C. Adlong with regard to the slope and infill issues. He also voiced support of changing the ordinance in the future so that this doesn't happen again. Though he acknowledged that Council runs the risk of setting a precedence, the regulation can be changed so that this won't happen again.

C. Weaver voiced that he appreciates the concerns from both sides though he voiced that he is in support of the subdivision as he stated previously. C. Svicarovich discussed that she stands with what she said two weeks ago. She voiced that she is a strong proponent for trying to meet the density targets within the City of Dundee so that the amount of growth outside of the City is limited in taking land from the County to incorporate into the City. C. Pugsley reviewed that he was very clear about his interpretation and support of the findings at the last meeting.

M. Russ discussed that since 1975 a number of Councilors and Mayors have existed and have watched homes be built; City officials could have stopped all of that by setting a new ordinance at any given time since 1975. M. Russ noted even if Council were to vote in opposition to the McCaw subdivision now on the basis of the slope issue, the applicant could obtain a permit and grade the lot, then come back and submit an application for subdivision with the new grades established.

The motion passed 4:3 with C. Weaver, C. Svicarovich, M. Russ, and C. Pugsley voting in favor; C. Crawford, C. Adlong and C. Nelson voting nay.

A motion was made by C. Svicarovich and seconded by C. Pugsley adopting City Council Order No. 2018-01, Approving McCaw Subdivision. **The motion** passed 4:3 with C. Weaver, C. Svicarovich, M. Russ, and C. Pugsley voting in favor; C. Crawford, C. Adlong and C. Nelson voting nay.

Public Comment

Michelle Cannon, 610 SW Alder, explained that she attended the meeting last April at the Sander Estate property where suggestions for potential future use of the property were discussed. She pointed out that at that time she had made the suggestion of the Sander house potentially being used as a public library, which she noted had been well received by the group in attendance. She expressed frustration, however, that her idea for the library was not included in the Sander Estate Park Survey, though she recalled that all of the other suggestions provided that evening were included in the survey. Lengthy discussion ensued regarding the fact that the Park Survey is referring to park and recreational services provided by Chehalem Park and Recreation District (CPRD); generally libraries are not included in park and recreational services. C. Adlong

discussed that the results of the survey will be provided to CPRD, who will make the determination about how the property will ultimately be used since they own it. She pointed out that the idea of a reading room was added to the survey in an effort to provide a potential option which could offer some similarities; C. Svicarovich pointed out that receiving feedback on this similar interest could also be an indicator of interest in a library. C. Adlong suggested that Cannon could present her idea to CPRD though Cannon discussed that she had already contacted them and they referred her back to the City where the survey stems from. Cannon discussed that her idea would be to begin with a library on a small scale supported initially with volunteers. Though it was acknowledged that Dundee lacks library services and that this may indeed be a need, the fact that park services and library services are very different in terms of tax base and populations served were discussed. Cannon stated that other small communities start libraries through donation and volunteers; there doesn't need to be a huge monetary investment initially. Council suggested that there may be other avenues and ways of moving forward with Cannon's idea for a library, including finding a different location for the facility along with the formation of a citizens group. C. Adlong voiced support of Cannon having a conversation with CPRD and the City to determine whether or not the Sander house would be a feasible option as a library; Cannon was invited her to attend the upcoming Parks Advisory Committee meeting on December 5, 2018 at 7:00pm at Dundee City Hall. Additionally, C. Adlong discussed that the Parks Survey isn't likely the final step in determining what the Sander property will be used for.

Tom Schaad, 610 SW Alder Street, introduced himself and noted that he has lived in Dundee since 2004. He voiced his support of a library and suggested that there is a big difference between a reading room and a library. Detailed discussion ensued. M. Russ reiterated that determining initial interest in a library can likely be found from the interest shown in a similar reading room facility. M. Russ voiced support of the idea and pointed out that other Councilors have shown interest as well. Additional discussion ensued.

Don Lowe, 959 SW Seventh Street, introduced himself and informed that he has two items to discuss. First, he inquired about the status of his requested removal of Planning Commissioner, Dustin Swenson. He pointed out that it has been over sixty days and there has been no information or a status update provided. M. Russ reviewed that Lowe had been present at the previous City Council meeting where a discussion had taken place along with a decision made to provide the Planning Commissioners with additional training as opposed to pursuing the removal of Dustin Swensen. Lowe indicated that though he recalled a discussion regarding providing the Planning Commission with additional training, his request was to have Swensen removed from the Planning Commission. C.A. Daykin reviewed briefly the process involved in pursuing the removal of a Planning Commissioner, though he recalled that Council was not interested in pursuing removal of Swensen, which M. Russ confirmed.

Lowe stated that he will be filing an appeal against the Council's decision on the McCaw subdivision with LUBA. Lowe discussed his specific concerns and expressed frustration, accusing M. Russ' that his only concerns are with an out of town developer who didn't live in the houses and only bought them to develop. Lowe also stated that he will address the issue with Swensen with the State Attorney General, who he indicated has priority over investigating those issues.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, October 16, 2018 and Financial Report ending September 30, 2018. C. Svicarovich provided an amendment to the meeting minutes on page 9 (page 33 of the agenda packet). With regard to her testimony, she discussed that the acronym LCDC should be DLCD (Department of Land Conservation & Development). **The motion** was amended and seconded to approve the Consent

Agenda Item 6.1 City Council Minutes, October 16, 2018 as amended, and Financial Report ending September 30, 2018. **The motion** passed unanimously.

Old Business

Salary & Wage Study Recommendations

C.A. Daykin discussed that he was asked to review the salary schedule for all City employees. He discussed in detail the process by which the wage study was done 5 years ago, and referenced the updated information as provided in the agenda packet. C.A. Daykin also explained that a human resources consultant was hired to assist in updating all City job descriptions in the original study. He discussed the process by which the job descriptions of employees were matched up as closely as possible with positions in the targeted cities for the analysis provided several years ago. C.A. Daykin explained that this same process was undertaken for the recently completed review, though pointed out that most of the target cities do not have a fire department and thus a different process was undertaken for those positions. Additional detailed discussion ensued regarding the process by which the Fire Department positions were analyzed and compared, as outlined in the agenda report beginning on page 61. C.A. Daykin discussed in detail the proposed changes and updates provided in the Amended Salary Schedule for FY 2018-19 as shown on page 71. He also discussed the proposed implementation schedule at length. C.A. Daykin offered a detailed explanation of the Fire Department analysis and reviewed the amended changes to the proposed salary schedule at length. C.A. Daykin reviewed that the amended changes to the salary schedule will be a larger impact to the budget as shown on the bottom of page 62. He also pointed out that the Committee felt that the amended implementation seemed to be a more fair approach. C.A. Daykin discussed the proposed eligibility for post Step 9 five-year increases in detail, as originally suggested by C. Nelson. Clarification was provided that at five years post Step 9 a 2.5% increase would be provided to an eligible employee. Additional discussion ensued and C.A. Daykin pointed out that this schedule doesn't factor in is that there will likely be additional adjustments to keep pace with the rate of inflation as well as other costs impacting the budget as well, including a significant increase in PERS in the next biennium.

C. Nelson acknowledged that though the Fire Department Staff appreciate the effort, they still feel they are underpaid compared to other departments. C. Nelson also offered some discussion about monies set aside during budget for equipment reserves; maybe in the future there should be less of an emphasis on this with more monies diverted towards salary of employees, and moving towards more of a bond model for some major equipment purchases in the future. He suggested that this approach may work well for some of the larger pieces of equipment, while still using the equipment reserve for some of the smaller rigs, etc. C. Nelson voiced support of the Amended Salary Schedule and indicated that the Committee is doing the best they can to increase wages and be competitive for a small City.

Melody Osborne, Administrative Assistant, City of Dundee, introduced herself and read her prepared statement into record; the information was submitted for the record. C.A Daykin provided a detailed explanation and clarification with regard to the impacts of the amended Salary Schedule with regard to Osborne's current position, providing four range increases over four years. C.A. Daykin acknowledged that evaluating the administrative assistant positions was one of the most difficult to evaluate given the many different values and aspects of the position in each City. Discussion ensued regarding the history of the administrative assistant positions at City Hall and how this played into the salary comparisons done for the recent analysis. C.A. Daykin explained the methodology used whereby the Administrative Assistant 1 and 2 positions were averaged to come up with the placement of the position on the schedule. Additional discussion ensued and it was noted that employees are typically eligible for Step increases on the anniversary date of the employee hire date, except during the first year of employment where

there is eligibility for a step increase at six months and one year. C. Pugsley inquired as to whether or not the provided clarification made Osborne feel better about the proposed changes, though Osborne pointed out that no job on the comparison matches what her position entails. C. Pugsley suggested that a new job description may need to be created for Osborne in a more appropriate range.

Sheryl Hartman, Administrative Office Manager, introduced herself and read her prepared statement into record; the information was submitted for the record. Additionally, she discussed that she shared this information with C.A. Daykin earlier today and asked for Council to give careful consideration to making a change for this staff member, though she voiced that she doesn't want to see the current proposal held up in any way; it should be implemented and put into place for the employees. M. Russ inquired as to what Hartman's profession opinion is with regard to the Salary & Wage proposal before them. Hartman discussed her belief that C.A. Daykin did a lot of hard work, gathered a lot of data and did good comparisons. She voiced support of the analysis done for the fire department and in his efforts in trying to place them on the range schedule in such a way that the City can support them on the tax base. She discussed that she reviewed the information and discussed it with C.A. Daykin. She voiced her support of modifying the implementation for the very reasons presented tonight, especially with regard to the fire fighters. Additional discussion ensued regarding some of the job responsibilities of the fire department employees and volunteers. Hartman pointed out that the City must work within its budget constraints and tax base. She discussed that she made a conscious choice to stay with the City although she reached the last Step in her range five years ago. She discussed some of the benefits of working for the City of Dundee, including the great community and governing body, as well as the flexibility provided which meets her family's needs. She pointed out that the City also offers a great benefit package.

Fire Chief John Stock approached Council and offered his appreciation of C.A. Daykin for the survey that he completed. Though he voiced support of the study done, he also pointed out his belief that it is not of scale; he discussed that what is presented is based on C.A. Daykin's own salary. Chief Stock pointed out that compared to the survey C.A. Daykin did the Fire Chief salary is 35% behind while the Firefighters are in the 20% range. Additional detailed discussion ensued with regard to the specific data collected. Chief Stock asked Council not to judge the Fire Department Staff based on comparisons to the City Administrator position; he asked Council take a look at their Fire Department and what they've done and continue to do for the City of Dundee, and whether their salary is average or close to it. He acknowledged budgetary constraints but asked for fairness and average. Additional discussion ensued. C.A. Daykin referenced page 75 in the agenda packet and discussed the methodology used in selecting the eight Cities used in the comparison. He pointed out that the salary schedule is not that far off by the time the final step is achieved on the schedule. He reviewed information contained in the updated memo with regard to the Fire Department employees. C.A. Daykin pointed out that if he used the same alternate Cities that were used for the Fire Department to the rest of the City employee positions, all employees would be well below these Cities, including the City Administrator position. Chief Stock discussed that the Dundee Fire Department is serving a community of 4,500 (13 square miles), while the City is serving 3,200 people. He pointed out that the step up is of scale is a great comparison for the Fire Department. He explained his belief that the Fire Department employees were held back because of the comparison to the City Administrator position which was not of scale. Chief Stock pointed out that given how far behind on average the fire department salaries are lagging, what is being proposed is not fair.

C.A. Daykin discussed that from time to time Council will be evaluating the salaries of all employees. He explained that during this process he has tried to ensure that one group of employees is not favored over any other group of employees. C.A. Daykin pointed out that

Council may choose to do something differently and opt to give preference for certain classification or a specific employee due to various reasons including difficulty recruiting employees and retaining them; salaries sometimes need adjusted to recruit and retain employees. Additionally, he noted that even if the proposed amended salary schedule is implemented as recommended, Council could come back and make some changes before the full implementation is actually in place; changes can always be made based on need.

C. Nelson voiced appreciation of Melody's testimony. He discussed that part of the challenge faced is that there are a lot of employees who have been with the City for a long time and have reached Step 9 on the salary schedule. Discussion ensued and C. Nelson voiced support of the amended salary schedule proposed tonight, though acknowledged that it is not the final answer; it provides employees with more money and the additional income sooner in a responsible way. He voiced support of a separate task force to review the salaries for Office Manager, Public Works Supervisor, Fire Chief and City Administrator positions. He voiced support of the possibility of adding an additional administrative position to provide additional steps of increase. He also discussed the potential addition of a position between the Fire Engineer and Fire Chief positions, possibly a lieutenant or captain position. C. Nelson discussed his belief that the framework is in place though there are some adjustments which need to be made; salaries can be reviewed again in a few years. He pointed out that the City is doing the best it can and will keep trying to improve. Additionally, C. Nelson voiced appreciation to the City employees for their years of service. Additional discussion ensued. C. Nelson pointed out that though the City is unable to get to "average" fiscally right now for the fire department employees, steps can be taken to get closer and closer as is reflected in the proposed amended salary schedule; there are still improvements which can be made.

C. Crawford recalled a discussion in the Budget Committee hearings regarding the fact that the City does not have the tax base to support this class of fire station, and that a task force is needed to evaluate what the best option is moving forward. C. Nelson offered that there have been some other discussions taking place with regard to intergovernmental agreements between certain fire districts; there may be benefits to this though this is a discussion to be had outside of a Council meeting. C. Crawford voiced support of finding another solution as it would be difficult given the current budget. M. Russ voiced support of an evaluation Committee, and pointed out that expansion of the fire department should also be reviewed; there will likely need to be some minor amount of facility on the other side of the bypass. Additional discussion ensued and M. Russ suggested that one option might be to provide the Fire Chief with milestone bonuses as progression is made moving forward with future goals.

C. Svcarovich discussed the separation of the Administrative Assistant 1 and 2 positions, and inquired as to whether this is something which could be done prior to the adoption of the proposed resolution. C.A. Daykin voiced appreciation of Osborne, and discussed his methodology in keeping the positions in the same range scale. He discussed that the two positions have their own primary functions and responsibilities, though stressed the importance that the two positions are cross trained as well. He offered that with regard to Hartman's suggestion, his alternate proposal would be to bump Osborne's position up one range while dropping the currently proposed administrative assistant position down one range to provide a two range separation. Though he noted he is not advocating that though the approach might make sense; that is a decision which may require more study and more review. C. Pugsley voiced concern that the City may need to add an Assistant City Planner position; there is no fulltime City Planner and there are some cities which have an assistant position. C.A. discussed that though Osborne is a workhorse who is asked to complete a lot of work, though there are some things that are not being done and are piling up. He voiced support of the addition of a lower level position that would be more of an office worker/receptionist/filer (who would not require a larger skillset)

to help relieve the pressure that is on the present two administrative assistants. Though present budget does not allow for such a position at this time, C.A. Daykin indicated that is where he sees the organization of the office moving in the future, in addition to providing more competitive salaries to the Fire Fighter positions as well. Additionally, he pointed out that the two fulltime Fire Fighter positions were recently created out of three part-time positions, which resulted in an increase to the budget that was not funded. On top of that, C.A. Daykin discussed that those costs will now potentially be accelerated though there is a limit unless other resources are found to carry it forward.

C. Crawford suggested that one idea to consider, as the City of Newberg has done, could be to attach a public safety fee to the utility bills. C.A. Daykin noted that this has been discussed.

C. Pugsley voiced that he is in favor of proceeding with the amended salary schedule quickly as these important issues continue to be discussed. The consensus of Council is to request that C.A. Daykin bring back a resolution to formally adopt implementation of the amended salary schedule being proposed. The consensus of Council was to ask the Committee to review the administrative assistant positions in greater detail; C. Nelson and C. Adlong both voiced that they are available to do so. C. Adlong discussed the importance of forming a task committee given the stresses on the budget with regard to the Fire Department. Additional detailed discussion ensued with regard to potential options for funding the Fire Department in the future. M. Russ recalled that Dundee resident, Ken Warren, had previously voiced a desire to gather a committee to look at the future of the Dundee Fire Department, and supported the formation of such a Committee in the near future. C.A. Daykin explained that what had been described was a more robust staffed fire department which he indicated would require a service district as it wouldn't be attainable with City resources. Additional conversation ensued and it was noted that it is a political process and the formation of the Committee is at City Council's discretion. C. Nelson discussed the importance of knowing who was on the original Fire Task Force back in 2004-2006, and pointed out that the formation of a Task Force would not be accomplished at the meeting tonight. C. Weaver voiced support of the Rural Fire Board's inclusion in the process. M. Russ asked that the formation of the Task Force be added as an agenda item to be discussed at an upcoming meeting.

Resolution No. 2018-17, ADU Fees

C.A. Daykin discussed that the goal of this Resolution was to try to capture the direction City Council would like to go in terms of Accessory Dwelling Units (ADUs), both in application of the System Development Charges (SDCs) and monthly utility charges. **A motion** was made and seconded to adopt Resolution No. 2018-17, a resolution establishing system development charges for accessory dwelling units. Brief Council discussion ensued. **The motion** passed unanimously.

New Business

Vacation Rental Regulations

M. Russ explained that at the October 2 meeting Council expressed an interest in reviewing Vacation Rental regulations to determine whether to consider changes to City policy. C. Svicarovich discussed that the concern she received from a citizen was about Dundee currently having a Type 1 process for creating a vacation rental, and whether something more should be required. She also expressed concern about looking at the number of vacation rentals in Dundee, their distribution, and making sure that there are not high concentration pockets forming that could potentially impact the livability of the neighborhood. C. Svicarovich also discussed that the citizen she spoke with voiced concern with regard to complaints and how they are being tracked. C. Svicarovich inquired as to whether complaints processed through the police department for noise related issues are also being tracked at the City, or are only formal written complaints tracked at the City level. C.A. Daykin discussed that if the police have handled and resolved a complaint, and the person who originated the complaint is satisfied, the issue can be considered

resolved. If the person who originated the complaint is still unsatisfied for whatever reason, C.A. Daykin discussed that if he were provided with a formal complaint then he could then address the concern with the owner. Furthermore, he explained that if he were to receive multiple types of those same types of complaints he would have to take that into consideration. C.A. Daykin discussed his view that the Type 1 process is appropriate for this type of use as it the owner has the legal right to operate the vacation rental if the requirements are met; it is his belief that it doesn't make sense to take this type of request to a hearing at a Planning Commission meeting.

C. Crawford explained that he has discussed this topic recently at Tourism Committee meetings, indicating that he has let them know that if they wish to influence on the decision it will need to be done soon; there is beginning to be enough concern in the community and vacation rentals are becoming common enough, that the residents are going to begin demanding something be done about them. M. Russ suggested that noticing neighbors should be discussed; it is his belief that neighbors within 200 feet of the vacation rental should be notified. He also suggested the idea of setting some type of standards regarding spacing between operating vacation rentals. Discussion ensued regarding the potential unintended consequences of limiting or making the process of operating a vacation rental more difficult. C. Nelson and C. Crawford voiced support of a discussion on density, though it was noted that at this time vacation rentals only represent about 1% of the single-family dwelling units in Dundee. C.A. Daykin pointed out that Planning Commission would benefit from understanding what the specific Council concerns are with regard to the issues of density and spacing. M. Russ discussed his belief that a high percentage of vacation rentals can create a safety management concern for the City as well; requiring space between them allows for residents to remain amongst them to keep an eye on things as well in an effort to maintain safety and community. C. Crawford suggested providing the Tourism Committee with an opportunity to provide a recommendation by February; if they don't provide a recommendation then Planning Commission could be directed to move forward without their input. C. Weaver discussed that there is quite a difference between a vacation rental which is rented out only 2-3 times per year versus a vacation rental which rents out multiple times per month; he suggested that potentially different classifications for rentals should be considered. M. Russ discussed some potential complexities in allowing classifications for vacation rentals. C. Adlong expressed surprise that there are only eleven vacation rentals presently in Dundee, and C.A. Daykin discussed that is current information and that the vacation rentals do come and go. C. Crawford suggested that there are potentially additional rentals in Dundee which may not be officially registered and paying transient room tax (TRT). Discussion ensued regarding the fact that from time to time vacation rental websites are reviewed in an attempt to capture something that is not otherwise registered as a way of enforcement. The consensus of Council was to allow the Tourism until February to have an opportunity to provide their input regarding this issue.

Mayor's Report

None.

Council Concerns and Committee Reports

C. Crawford discussed that at the last Tourism Committee meeting there was a discussion about merging their marketing and promotion efforts with Newberg. He discussed that Newberg has a Transient Tax Committee and are pulling their visitor center support and marketing & tourism promotion away from the Chamber of Commerce. C. Crawford explained that the ad hoc committee recommended hiring a fulltime executive director and he recommended that Dundee participate and help fund a portion of the Executive Director salary. He pointed out that there some on the Transient Tax Committee who would like to see collaboration between Dundee and Newberg because they would like to use Dundee's name and recognition for tourism promotion. C. Crawford discussed that the goal would be to gain a couple of seats on the Board, and noted that Tourism Committee was supportive of using 50% of their \$70,000 budget and putting it

towards this joint promotion effort. M. Russ voiced his support of the idea and discussed the importance of having very clear statements and agreement about the specifics.

City Administrator's Report

C.A. Daykin discussed that with regard to the crosswalks, ODOT will allow the City to mark crosswalks at Ninth and Eleventh Streets. C.A. Daykin informed that he has been working with Cole Mullis, the Regional District Manager, who has indicated that the problem right now is that they are short staffed because their seasonal employees have now been released. C.A. Daykin discussed that with regard to crosswalks at Eleventh Street and Ninth Street will work on seeing what it would take and how much it would cost the City to complete the work. C.A. Daykin discussed that Seventh Street is a different situation since approval of the marked crosswalk was tentatively approved by the ODOT Traffic Safety Engineer with the requirement of a pedestrian refuge island. ODOT is reluctant to authorize the markings until that safety improvement is installed, which is in ODOT's phase of the sidewalk/streetscape improvement project.

C. Svicarovich discussed that she reviewed aerial images and noted that there has been a marked crosswalk at Seventh Street since roughly 1994. In her opinion this is an existing crosswalk and marking it would be considered maintenance of an existing crosswalk. She also discussed that she does not agree with what Dorothy Upton, ODOT sent back to the City. C. Svicarovich shared that her position is such that she is wondering if there is a way for the City to engage citizens and business owners politically in town in trying to get some letters of support. She pointed out that if ODOT's work is not going to be completed until 2020 there will then be crosswalk signs with no crosswalks for two more years at one of the busiest intersections for pedestrians in the City of Dundee. C. Svicarovich discussed her belief that this is not the right thing to do and though she noted she understands where Upton stands on it from a policy standpoint, she doesn't believe it is the right decision to make for the community. She supported that reaching out to local businesses seeking their support as well as getting letters sent is likely the only way ODOT will respond to the issue. C. Nelson voiced support of the idea and the importance of the connectivity in Dundee to support local businesses; not having a safe crosswalk at the place where wine and food meet is not a good idea.

C. Crawford inquired as to whether the speed limit could be brought down to 25 MPH. C. Svicarovich explained the process by which a speed study is conducted and warned that the results may be contrary to efforts to lower the speed limit. Additional discussion ensued with regard to the processes involved in potentially making a change to the speed limit.

C. Svicarovich volunteered to champion a meeting with those locally who are willing to have a conversation about the crosswalk issue. Additional discussion ensued about gathering letters to support the cause. C. Svicarovich indicated that she will start compiling a list and send out an email.

C.A. Daykin reviewed that at the last Council meeting there were some Yamhill County residents who had discussed concerns with regard to the new Ste. Michelle Winery. He discussed that a county resident came to City Hall today to discuss this with him and provided him with some information regarding traffic counts associated with the project. C.A. Daykin informed that this group of residents appealed the decision and it's going to be heard at the County Commissioner's later this month on November 29th at 10:00 AM. He discussed that likely the only real impact to the City would be potential increased traffic. C.A. Daykin explained the traffic analysis study indicated that approximately 70% of the traffic that would go to and from the winery would come from Highway 99W, up Ninth Street through Warden Hill Road to get to Fairview Drive. C.A. Daykin discussed the specific details gathered from the traffic study, which he noted wouldn't be a huge impact to Dundee's road system. Discussion regarding potential impacts to City roadways

ensued. C.A. Daykin offered to bring the results of the traffic study back to the next Council meeting for their review.

C.A. Daykin discussed that he has received three applications for the Planning Commission vacancy. He noted that one of the applicants will be out of town for the Thanksgiving holiday during the next Council meeting on November 20th. The consensus of Council was to wait until the December 4th Council meeting to conduct interviews for the position.

C.A. Daykin reviewed that concerns were raised that the last Council meeting with regard to the large pole frame structure off of Third Street. He discussed that their application was submitted without any kind of plumbing permit, so no plumbing is being installed at this time. He also noted that there was no disclosure on intended use, which is typically not seen. C.A. Daykin explained that the large pole structure is legally allowed in the manner that it is being built at this time.

C.A. Daykin discussed that John Morgan would like to lock in the dates for training. C.A. Daykin suggested dates for the training to include the February 20th Planning Commission meeting followed up by the March 6, 2018 City Council meeting. The consensus of Council was to move forward with setting these dates for the training.

C.A. Daykin discussed that the paving has been completed at the Locust Street LID; some of the patches and other work will be finished up today. He explained that there are still trees that need planted along with some other things, but at the next Council meeting Council will be coming back to talk about setting the assessments for those property owners and talking about whether or not the City wants to pass any excess costs along or absorb those costs. C.A. Daykin clarified that preliminary estimates were provided to property owners before construction began; now that construction is complete the actual costs are known. C. Nelson inquired about the additional costs and C.A. Daykin discussed that overall the project cost more; a street light was added, street trees he believes were later added, and just overall the project cost more because of the condition of the street. Additional discussion ensued. C.A. Daykin pointed out that the completed project looks very nice and encouraged Council to visit the area.

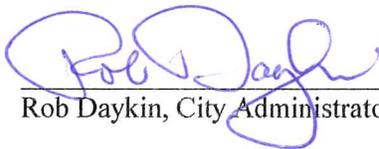
Public Comment

None.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder