

**CITY COUNCIL MEETING
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November 20, 2018**

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City of Dundee
City Council Meeting Minutes
November 20, 2018

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 Kristen Svicarovich; Councilors Tim Weaver and Ted Crawford. Excused Absences: Councilors Storr Nelson, Jeannette Adlong, and Doug Pugsley. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

D. Olsen, Torii Mor Wine; Kerry & Linda Mattoon, Kim & Judy Gauntt; Jerry & Elizabeth Seeberger; David Hoduffer, Joe Bolkovatz; Rick & Barb Lipinski; Tim & Linda Ramey; Ryan Grenell; and Elaine Albrich.

Agenda Changes

None.

Public Comment

Joe Bolkovatz, 18885 NE Buena Vista Drive, Dundee, introduced himself to Council and discussed that he was made aware a couple of weeks ago about an application to build a large industrial facility adjacent to Fairview Road. He discussed that this type of large scale facility inclusive of a production facility, tasting room and future expansion does not fit in with the area in which they live; they would not have purchased property in this location had they known. He discussed that the proposed event facility would have 55 parking spaces and 4 bus parking spaces. He noted that he worked in construction and expressed concern that upon review of the proposed plans for the facility, the utilities and industrial components will be placed right next to Fairview Drive in full view. Though he indicated he is not opposed to a facility of some type, he emphasized that he is clearly against what is being proposed.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, November 6, 2018. The **motion** passed unanimously.

Old Business

Locust Street LID Construction Costs

C.A. Daykin discussed that one of the reasons this is being brought to Council's attention is because the project is near completion and final costs will be coming in. He discussed that as part of this process the City needs to provide the property owners an estimated assessment, based on the approved methodology, with an opportunity provided to come before the City Council to raise any objections to the assessment; a meeting would need to be held within 60 days of mailing the notice, but not sooner than 10 days. C.A. Daykin pointed out that at this time it appears that the assessments are going to exceed what was provided as a preliminary assessment. Reasons for the increased costs were discussed and C.E. Reid explained that the water meter relocations as well as the irrigation meters are being applied to the involved six homes in the amount of \$9,060.

Discussion ensued and C.E. Reid indicated that, though it hasn't yet been confirmed, the developer Willcuts may want to cover the costs to keep property owners from getting an additional assessment; they had set aside money to cover the assessment for the property owners when they sold them the properties. C.E. Reid offered detailed discussion regarding information provided on pages 15-18 of the agenda packet. M. Russ voiced support that the property owners should be responsible for the additional costs if the developer doesn't pay them; the property owners could then potentially attempt collection from the developer if they chose. C.A. Daykin provided additional explanation regarding the information provided on page 18. He explained that City Council always has the option of reducing the assessments, or making that decision at the hearing itself. C.E. Reid explained that, with regard to the park property, the irrigation meters were originally placed in the right of way in the way of the sidewalks and thus had to be relocated; those associated costs were added to the park itself. Discussion ensued and C.E. Reid noted that while concrete work prices were very good, the final design had more excavation than he anticipated during the preliminary design which accounted for one of the major cost increases; asphalt also increased in price. The consensus of Council was to schedule the hearing for the January 15, 2019 City Council meeting. C.E. Reid clarified that the City will pay the costs associated with the addition of the street light as well as the street trees.

Locust Street Tree Plantings

C.E. Reid discussed that the City Council's previously selected tree preference of the acer rubrum 'Red Rocket' are not locally available. The 'October Glory' tree was selected as an alternative; though similar it was noted to be a bit larger in stature. C.A. Daykin discussed that C. Adlong had expressed concern with regard to the availability of the 'Red Rock' species for future use; 'Red Point' was noted to have a similar type of growth pattern. C.A. Daykin pointed out that new and/or popular tree species can oftentimes be difficult to find in stock at local nurseries; planning ahead and ordering trees well in advance may be a good option. Additional discussion ensued. C.E. Reid discussed that an updated list of approved street trees is needed.

Erath Winery/Tasting Room Traffic Impact Analysis

C.A. Daykin briefly discussed his agenda report on page 25-26 of the agenda packet. He discussed that there is definitely is an impact in terms of increased traffic during peak PM travel time, however, there is a fairly low volume of traffic to begin with. Detailed discussion ensued. C. Svicarovich offered detailed explanation of traffic analyses at non-signalized and signalized intersections, which is based off of the amount of delay through the intersection. She explained that mobility can also be measured by volume to capacity ratio, which is how the Oregon Department of Transportation (ODOT) does it, though a lot of local City jurisdictions use level of service as opposed to a volume ratio. C.A. Daykin discussed that at some future date Alder will be built out to Niederberger Road; there may also be other options for traffic to conveniently navigate back to Highway 99W, so it cannot be assumed that all of the traffic will go down Ninth Street all of the way to Highway 99W. He discussed that Council could elect to make comments at the appeal that the Board of Commissioners will be hearing.

C. Svicarovich pointed out that Dundee's Transportation System Plan (TSP) doesn't contain identified mobility projects at study intersections that would be inside the City. Additional discussion ensued. C. Svicarovich explained that the volumes that were looked at provided from the TSP from DKS are a standard PM Peak Hour volume (mid-week), though what is being evaluated in the traffic study is Saturday event traffic; adding Saturday event traffic to a standard PM Peak Hour traffic doesn't make sense. C. Svicarovich discussed that she's not necessarily concerned about the amount of volume that's being added because it's being added on a weekend and not a weekday. C.A. Daykin discussed that one of the concerns with that increased traffic level (presuming it's during peak hours), is that potentially the cross traffic could be increased;

perhaps a traffic circle could provide continuous flow from both directions at the Ninth Street and Alder Street intersection.

C. Svcarovich discussed that she would have liked to have seen the intersection at Ninth and Alder Streets included in the traffic impact analysis. She pointed out that without having it included there is really no conclusive way at this point to be able to make a real conclusive determination on whether or not there would be an impact and the severity of the impact. Given the development of this nature and its proximity to the City of Dundee, C. Svcarovich expressed concern that the Ninth and Alder intersection as well as Highway 99W weren't included in the analysis. Additional discussion ensued.

Rick Lipinski, 10750 NE Eaglecrest Lane, Dundee, introduced himself and read a prepared statement to Council (copy submitted and provided as an addendum to the agenda packet).

Elizabeth Seeberger, 18145 NE Fairview Drive, Dundee, introduced herself and discussed her opinion that the traffic study zeroed in on the weekend in terms of the numbers for the peak hour on Saturdays. She noted that the further studies included a Monday, a Tuesday and a Friday; Saturday's would not be the only day impacted with traffic from the proposed winery. She noted that wineries typically close their tasting rooms at 4:00 pm or 5:00 pm, which she pointed out likely fall within Dundee's peak hours of traffic.

Elaine Albrich, Land Use & Permitting Attorney at Davis Wright Tremaine, 1300 SW Fifth Avenue, Suite 2400, Portland, OR 97201, introduced herself to Council and indicated that she works with Erath Winery. She explained that she and Ryan Grennell are here tonight to listen to the comments that the City Council is receiving with respect to the Traffic Impact Analysis. She informed that they are working with the County on this application and are preparing for the hearing before the Board of County Commissioners next week, where they will provide a response to the comments at that time. Attorney Albrich invited the neighbors to speak with them directly if they so desired.

Joe Bolkovatz provided additional discussion with regard to the dangers additional traffic presents for the nearby rural intersections as well as within the Dundee City limits.

Ryan Grennell, Ste. Michelle Estates representing Erath, introduced himself to Council. He explained that the existing Erath Winery they have already on Worden Hill Road would no longer continue doing business at that location; they would be relocating their business to the new facility.

M. Russ voiced support of communicating with the County regarding this application; it is his belief that there will be some sort of impact to the City of Dundee. Discussion ensued and M. Russ acknowledged that the City may not always agree with County decisions and is limited in how it can respond. He supported requesting the County to be more diligent with their traffic study. C. Crawford discussed that the County didn't provide information to the City when the fourth largest winery in the state opened on the edge of Dundee. C. Crawford supported making a statement to the County and discussing with them that these decisions do make an impact in the City and that the County should provide information to the City.

C. Crawford inquired as to whether or not this decision could be appealed to the Land Use Board of Appeals (LUBA). C.A. Ramis explained that in order to be in the record to be able to have standing to appeal to LUBA the City would have to participate in some way at the County in the proceedings. C. Svcarovich voiced support of requesting updates to the traffic study to include the City intersections along Ninth Street that are included in the TSP; she would like to know

what the impacts would be to those intersections. C.A. Daykin discussed that this would be a reasonable request to make of the Commissioners. C. Weaver voiced support of the discussed requests as well as reviewed that the paving of Warden Hill Road was done with no notification from the County though it has had impacts to the City. He discussed the dangers of the intersection at Worden Hill Road and Highway 240, and expressed concern about increased traffic in that area as well as concern about increased traffic in the City of Dundee intersections as well.

C. Crawford pointed out that the traffic study made an assumption that Fairview Drive is not going to be paved. He recalled some previous discussion about Erath potentially paving Fairview Drive, which he pointed out would change the traffic patterns quite a bit. C. Crawford discussed that if Fairview Drive is paved, more traffic (including buses) would opt traveling on Ninth Street to Fairview, which he is unsure was taken into account in the traffic analysis. Additional detailed discussion ensued. C.A. Daykin discussed that Ninth Street is a collector street and originally was a designated County road; and is planned to accommodate industrial traffic. C. Weaver pointed out that though the foundation may be present to accommodate industrial traffic, some improvements will need to be made because the street is not wide enough as it is now. C. Crawford inquired as to whether or not the fact that the Erath Winery would be relocating to the new facility was taken into consideration in the study. Discussion ensued and it was noted that the new location will be about three times as big. C. Svicarovich discussed that she doesn't believe that those trips from the existing location were backed out of what is shown in the traffic study.

Joe Bolkovatz discussed that Fairview residents pooled their money together and participated along with a special County roads program in order to have their portion of their road paved. He discussed that this road was built for residential use and would not handle industrial use; he voiced that the roadway would need to be redone at someone else's expense. Bolkovatz also discussed concerns with regard to the intersection of Worden Hill Road and Highway 240.

Kerry Mattoon, 10320 NE Worden Hill Road, Dundee, introduced himself and indicated he has lived at the corner of Fairview Drive and Worden Hill Road for forty years. He discussed the history of paying for the paving of their street twice. He noted that since the County came in and paved the Highway 240 side, traffic in their area has become unreal with vehicles speeding up to 60-70 mph through their community. He discussed that they have had to expand their driveway and turnaround area on their property so that they can turn around on their own property before entering the roadway; Mattoon noted that they have all almost been hit leaving their driveway. Additional discussion ensued and he noted that after the paving was completed over the hill he put together a petition with 40 residents in his area to try and have a speed limit posted. Though they submitted their petition at the County, they were then told it was in the State jurisdiction, who then told him it needed submitted through the County; the petition was submitted and nothing has been done in three years. Mattoon next addressed the Erath/Ste. Michelle representatives and inquired about the details pertaining to their traffic study, specifically with regard to what the proposed routes for traffic will be. M. Russ voiced appreciation for Mattoon's concerns and comments, though noted that answers to these questions are outside of the jurisdiction of this meeting.

C. Svicarovich volunteered to work with C.A. Daykin to prepare communication for the County regarding the concerns discussed tonight. C. Crawford stressed the importance of also communicating to the County that they should inform the City when there are applications in the County which may impact the City of Dundee. M. Russ voiced support of this as well.

Resolution No. 2018-18, Salary Schedule

C.A. Daykin offered a suggestion with regard to Section 2 of the proposed resolution. With regard to the implementation of the first of the five-year post-Step 9 after January 1, 2024, C.A. Daykin recommended changing the date to January 1, 2023; this seems to be fairer because it would then be right about five years from the implementation process we are at today. The consensus of Council was to amend the implementation date to January 1, 2023 in Section 2. A **motion** was made and seconded to approve Resolution No. 2018-18, a resolution implementing an updated compensation schedule via incremental amendments to the ranges of employee positions with a modification to Section 2 from January 1, 2024 to January 1, 2023. **The motion** passed unanimously.

New Business

Beech Street Sewer Main Repair Quote

C.A. Daykin discussed that the sewer repair will exceed the budget and explained that at some point in the future Council will need to pass a resolution to make a change to the budget so appropriations are not exceeded. C. Svicarovich inquired as to whether or not the City was able to obtain an alternative cost estimate. C.E. Reid discussed that he was unable to get another quote; it is a small job and a lot of the larger companies in Portland weren't interested in coming out to bid it. He reviewed his discussion with D&D Concrete & Utilities regarding potentially bidding the work, and explained that Black Rock's price seems reasonable. C.E. Reid discussed that the work should be set to begin immediately as we haven't yet received enough rain to bring the ground water up. C.E. Reid discussed that one item Black Rock is concerned about potentially causing a change order is the depth of the lower manhole, potentially requiring a larger vector truck than they have. Though Dundee does not have a larger vector truck, it may be possible for public works to coordinate with the City of Newberg to use their truck, if needed, and thus eliminating the need for a change order of Black Rock bringing in a larger truck. Brief additional discussion ensued. A **motion** was made and seconded to approve the bid from Black Rock in the amount of \$38,019.50 for the Beech Street sewer repair. **The motion** passed unanimously.

City County Dinner Event Planning

Council discussed the three proposals received. The consensus of Council was to accept the proposal from Bon Appetit for the Willamette Buffet Menu at a price of \$21.95 per person. Brief discussion ensued with regard to the recent City County Dinner hosted by the City of Dayton.

Mayor's Report

M. Russ provided an update with regard to progress on the bypass project. He discussed that ODOT is working on right of way, though they are holding off on buying more lots until they finish with the Worth property. Additional detailed discussion ensued. M. Russ informed that ODOT has put out their requests for proposals. There are two people they are reviewing for the proposals and if there is not a tie then they will begin conversation with that group of engineers about the development of the plan; if there is a tie then interviews will begin. M. Russ informed that Wilsonville Road to Wynooksi is moving along and is expected to start fairly soon.

M. Russ explained that the Parkway Committee is very focused on bringing in a lot more money this year and really desire to push contacts to the Oregon Transportation Commission. He discussed that it is their desire to promote that this is a federally recognized corridor with high priority; the only large project in the state that's pretty much all ready to move forward and needs the funding. It was also noted to be an egress route for the coast for emergency, as well a Portland project in a way because Portland expansion is heading this direction and people are driving through the area, etc. Additional discussion ensued. M. Russ noted that the next Parkway meeting will be in December.

M. Russ brought to Council's attention that Unique Auto doesn't comply with limitations of displaying his used cars on the weekends.

M. Russ offered congratulations to reelected Councilors including Ted Crawford who is present tonight. Councilor Nelson was reelected and new Councilor Patrick Kelly elected as well. Discussion ensued about the election results and it was felt that more outreach to the local community may be helpful to raise more awareness of our local government.

Council Concerns and Committee Reports

C. Svicarovich inquired about the Mom's Kitchen food cart truck in Dundee. She also pointed out that they have two sandwich board signs on Highway 99W which are not being removed at night. C.A. Daykin confirmed that they do have a permit for their food cart which requires an annual renewal. Regarding signage, C.A. Daykin discussed that he will be including a letter describing the rules for the sandwich board signs and asking for compliance along with business license renewal notices which will be sent out soon. Though the signs are required to be removed at night during nonoperational hours, the City cannot discriminate whose sign it is based on what's on the sign; the number of businesses at one location determine the number of signs allowed at that location. Additional discussion ensued and C.A. Daykin explained that businesses will be informed that they cannot place signs at an unoccupied business or on an undeveloped lots. C. Svicarovich discussed that her main concern is with regard to a sign at the corner of Seventh Street and Highway 99W near the food mart, which appears to be blocking the ADA accessibility at the curb ramp as well as interferes with visibility.

C.A. Daykin presented the idea that when the City elects to take enforcement action where signs are physically removed and transported to City Hall, of then charging a fee for a business to get their sign back, potentially on an escalating scale. Council voiced support of the concept and C.A. Ramis discussed that this would need to be accomplished by resolution and setting the fee schedule. Additional discussion ensued.

C. Crawford inquired about the abandoned RV on Ninth Street. C.A. Daykin discussed that he is still waiting for the police department to finalize the agreement with Newberg; Sergeant Ronning is trying to add it to their agenda though it is not a high priority item. Once the policy is sanctioned, because the police serve both communities, Dundee will then be able to take advantage of that same agreement for free removal of the RV. C.A. Daykin noted that ordering removal at this time could potentially cost \$1500; Council opted to hold off on that process for the time being.

C. Crawford inquired about the Heritage Wine Country master plan. C.A. Daykin informed that he has not yet received anything regarding that. He explained that he had a meeting with the owners three weeks ago, they reviewed and discussed the same issues, and he encouraged them to file a pre-application for the project which they indicated they will do though he has still not heard anything.

C. Crawford discussed that he talked to the Transient Lodging Tax Committee in Newberg about trying to work together on the marketing and tourism promotion. He explained that they are still moving forward pretty heavily on trying to get the Travel Newberg contract set up so that they can hire and Executive Director. C. Crawford explained that he is on the Committee to develop the bylaws and set up the Board; he's been trying to push for there to be three Dundee entities (or at least Dundee tourism focused entities) included on a 9-11 member Board. Additional discussion ensued and C. Crawford explained that for now they seemed more in favor of starting out with two from Dundee until things grow, though they realize that a lot of the tourism energy

and draw is in Dundee and that they benefit from people coming through Newberg to go to the wineries and tasting rooms in Dundee; it may not be a matter of the two Cities contributing equally. Once the bylaws are in place and the entity is formed, they will likely do a contact with Dundee to indicate the contribution of about 50% of our tourism promotion dollars towards this entity, and would reserve the other 50% for doing infrastructure type projects in Dundee. C. Crawford explained that by law they are required to put 70% of tourism promotion dollars towards tourism promotion or tourism facilities. It was noted that Newberg's total revenue is about \$1 million a year from transient tax while Dundee's is around \$100,000.

C. Weaver pointed out that progress is being made: the motor home near the overpass area which was a prior concern is now long gone, the identifiers are on the bypass for the overpasses, and the mile post markers for the Seventh Street overpass, etc., are in place which is helpful for people and dispatchers. C.A. Daykin praised Fire Chief Stock for getting the bridge names posted. C. Weaver also pointed out that the webcams will also be a very good asset for the police department.

Brief discussion was heard regarding the fact that three Dundee Volunteer Firefighters went to provide service for the California fires to assist with structural fires and protection, as well as victim recovery. The group is now on their way back.

City Administrator's Report

C.A. Daykin discussed that there was a hearing before the Planning Commission that made a recommendation for a zone change for Saj Jivanjee's property from industrial to CBD (where the Linden Lane extension would separate them). He informed that the hearing is scheduled for the December 18, 2018 City Council meeting.

C.A. Daykin informed that 136 people responded to the Parks Survey thus far. The report won't be prepared until next week so there is still time to encourage people to respond. C.A. Daykin discussed that this information will be provided to the Parks Advisory Committee at their December 5th meeting. Once they review the information hopefully they will make a recommendation or observations/comments to bring back to Council on December 18th. C.A. Daykin discussed that it is his hope that Council will come up with some sort of consensus on what message they would like to share (besides only the results) with the CPRD Board of Commissioners. He would then like to incorporate that into a resolution from the City Council at one of the January meetings so it can then be taken to the January Board meeting. C. Svicarovich suggested that a special joint meeting of the CPRD Board and Dundee City Council may be beneficial with regard to Sander Park. C.A. Daykin pointed out that having a discussion about the future of riverfront parks would also be valuable. The consensus of Council was that this is a good idea; additional discussion and potential dates for a meeting will be discussed further at the December 18th Council meeting.

C.A. Daykin noted that property taxes are rolling in. He discussed that when the City went to urban renewal they had to separate out what would otherwise go to the City; there is actually a reduction to our estimate for City property taxes. There will be a \$3900 lesser amount than what was estimated (625,900 to 622,000). In addition, C.A. Daykin explained that amount of revenue that was estimated for urban renewal was originally \$38,000 and is now is projected at \$50,000. C.A. Daykin discussed that at the next meeting Council will be talking about what design elements they would like to see along Ninth Street as a potential future urban renewal project.

Public Comment

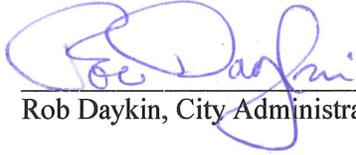
None.

The meeting was adjourned at 8:36 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder