

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
February 2, 2021**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes	2
Public Comment	2
Consent Agenda	2
Old Business	2
Fire Department Update	2
Developer Agreement	3
Riverside District Neighborhood Park Standards	4
New Business	4
Resolution No. 2021-01, Supplemental Budget	4
Council Concerns and Committee Reports	5
Mayor's Report	6
City Administrator's Report	6
Public Comment	6

**City of Dundee
City Council Meeting Minutes
February 2, 2021**

Call to Order

Mayor David Russ called the meeting to order at 7:00 P.M. over ZOOM teleconferencing meeting platform.

Council and Staff Attendance

Attendance Via ZOOM: Mayor David Russ; Councilors Storr Nelson, Patrick Kelly, Ted Crawford, David Ford and Tim Weaver (7:02 PM). Absent: Councilor Jeannette Adlong. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Brent VanKeulen, Interim Fire Chief; and Melissa Lemen, Administrative Assistant.

Public Attendance

Attendance Via ZOOM: Rodney Grinberg; and Mark Shipman.

Agenda Changes

A new page was provided to replace page 44 of tonight's meeting agenda packet; update information highlighted in yellow.

Public Comment

Public Comment Via Zoom: None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, January 19, 2021; Item 4.2 Special City Council Minutes, December 29, 2020; and Item 4.3 Financial Report Ending December 31, 2020. **The motion** passed unanimously.

Old Business

Fire Department Update

Interim Fire Chief VanKeulen discussed that the present paid staff schedule includes staggered start times and staggered end of day times for three fire fighters; this provides 6 hours of engine coverage. Chief VanKeulen explained that through the process of the feasibility studies and the year-end date analysis, it was determined that the highest volume of calls in the shoulder period are received in the late afternoon/evening. Chief VanKeulen explained that Captain Myers and Staff members discussed multiple options to improve engine coverage, and on February 1st the schedule was changed to all three paid staff beginning the day at 8:00 am and leaving at 5:00 pm. He pointed out that this change provides 9 hours of engine coverage and extends coverage later into the afternoon with more capability. Chief VanKeulen discussed that they will move forward with this schedule over the next few months and then check the data to make sure that coverage goals are being met.

Chief VanKeulen discussed that he met with Staff about the external station siren that is audible during the day 7 days a week. He explained that it is a legacy notification system used when people did not used to have cell phones and pagers. He pointed out that all of their volunteers have access to pagers; there are also multiple Android and iPhone apps that provide notification through the 911 system. Chief VanKeulen explained that there really is no operational need for

the siren any longer and it was turned off today. He voiced support that eliminating the startling siren will have a positive impact on nearby businesses.

Chief VanKeulen explained that within the next 10 days all fire department staff (including volunteers) who elected to have the COVID-19 vaccination will have received their second dose. He discussed the CDC guidelines for those who have received the vaccine: beginning 14 days after the second vaccination a person does not have to quarantine if they are asymptomatic. Chief VanKeulen discussed some of the benefits of many on the Department being vaccinated.

Chief VanKeulen confirmed that consultant for the ESCI Study would like to meet with the City of Dundee and Dundee Rural Fire Protection District on Thursday, February 18, 2021 at 7:00 P.M. The purpose for the meeting was discussed in detail. Chief VanKeulen explained that a decision will need to be made whether Dundee would like to participate in the next phase of work which will include a Standard of Cover and deeper financial analysis to provide more specific tax rate information. Chief VanKeulen indicated that he spoke previously with the manager conducting the TVF&R Study; TVF&R recently agreed to vaccinate all of the first responders in Washington County as well as some in Yamhill County which has impacted their timeframe on providing a feasibility report to Dundee. Chief VanKeulen explained that as soon as he has received a draft report from TVF&R he will schedule another work group meeting to review the information; he anticipates that he will receive a report before the end of February. Chief VanKeulen discussed the importance of having all of the information available so that Council can make an informed decision with as many options available as possible. It was noted that the fee would be \$3,000 for Dundee to participate in the next phase of work.

M. Russ discussed Dundee's expansion area (Riverside District) which could potentially double the population of Dundee and may impact the Standard of Cover. Chief VanKeulen described the information which will be provided in the Study; the information should provide a window into the response times that could be anticipated for that area before it is even built. He pointed out that it is a good planning tool for the future and will aid in determining what is needed to continue to service the new area. Brief discussion ensued.

Developer Agreement

C.A. Daykin reviewed that a new page 44 has been provided to Council to replace the original page in the meeting agenda packet. He explained that a noticed hearing needs to be conducted first, and then after the hearing action could be taken by adoption of an ordinance which would adopt the development agreement, which differs slightly from the information provided in C.A. Daykin's memo on page 37. C.A. Daykin clarified the process for the meeting tonight and suggested Council discuss any concerns with the City Attorney; representation for the other parties is also available at the meeting tonight.

M. Russ felt that the Agreement was straight forward, and C. Ford supported that the Agreement is a reflection of the information shared in previous discussions. C.A. Daykin discussed the process moving forward. C. Crawford inquired about enforcement of the landscaping requirement prior to occupying the building. C. Atty Ramis reviewed that with any development project there would be an inspection; an occupancy permit would not be issued unless there is compliance with the requirements. He noted that if the building is occupied without an occupancy permit, it is then subject to City municipal enforcement process. Council supported the language provided in the Development Agreement presented tonight.

Riverside District Neighborhood Park Standards

C.A. Daykin reviewed that the City is moving forward with trying to draft up a development agreement with the Lindquist Development Company. C.A. Daykin discussed the neighborhood park requirement and the concerning issues as outlined in his agenda report beginning on page 57. Lengthy discussion was had regarding considerations for future park size and location. C. Crawford pointed out that there is hope that the riverfront property at the base of the river access will someday become a park, and there will also likely be an elementary school built in that area which will have playgrounds and open space as well; he does not see the need for a really large park in this area given these considerations. M. Russ and C. Crawford voiced support of a 2.2-acre park size. It was noted that Councilor Adlong, also Chair of the Parks Advisory Committee, was not present at the meeting tonight to voice her thoughts. C. Nelson discussed the importance of providing adequate park space as it is not known at what point additional facilities will come to fruition. C.A. Daykin pointed out that a neighborhood park serves a specific need (the immediate nearby population) which differs from the other spaces being discussed. Conversation ensued. C.A. Daykin explained that ultimately the design of the park would be completed likely after there are a certain number of people living in the area to start engaging them in a public process. Additional thoughts, ideas and potential considerations for park space were shared. Rod Grinberg discussed that their latest proposal includes a 2.2 to 3.0 acre park (2.5 acres of it would be outside of the setback from the bypass), though C.A. Daykin pointed out that this does not meet the present standards. He explained that present standards provide that the park acreage cannot be within 200 feet of the right of way (ROW), and the plan that was presented abutted against the ROW and extended away from the ROW; in this scenario virtually none of the park was outside of the restriction area. C.A. Daykin shared his belief that a 2.2 acre park would likely be a sufficient size unless Subarea A built out at maximum density for a larger portion of the property than anticipated. In that case, he explained, there could be a policy that if it were to exceed by a half-acre or more, they would be required to provide for additional open space in their own subarea. C.A. Daykin discussed challenges associated with the location of the park space, including that the area served must be within a 1/4-mile distance from the park given the standards presently in place. Discussion ensued about the complexities of this requirement as it relates to the subareas, and C.A. Daykin suggested that one option could be the elimination of that standard for the Riverside District. Grinberg voiced support of this idea and indicated that Lindquist would as well. C.A. Daykin explained that the Lindquist Development Company had once proposed the park be located next to Edwards Drive further away from Subarea A. He discussed that though it's not as central of a location, it's not that much further and is still within walking distance; it would provide a park that's centrally located for the overall part of Dundee between the bypass and the highway. C.A. Daykin provided clarification that each of the subareas that have residential development will have the own neighborhood park; discussion ensued. M. Russ voiced concern that the proposed park is located on the opposite side of their property from Subarea A. M. Russ and C. Nelson favored the 1/4 mile standard, though M. Russ indicated he is willing to consider another number as long as the same factors are considered as when the original decision was made. Conversation ensued. The consensus of Council was to support a neighborhood park next to Eighth Street so that it serves both Subareas A & C in a centralized way.

New Business

Resolution No. 2021-01, Supplemental Budget

M. Russ called the hearing to order at 7:47 p.m.

Staff Report: C.A. Daykin reviewed details contained in his agenda report on page 63.

Public Comment: None

Questions from Council: None

The hearing was closed at 7:48 p.m.

A motion was made and seconded to adopt Resolution No. 2021-01, a resolution adopting a supplemental budget for fiscal year 2020-2021. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford discussed that the Tourism Committee has applied for a very competitive grant called Destination Ready with Travel Oregon. He described the street sign and banner project they are working on in detail; \$20,000-\$45,000 is being requested for the banners, decorative arms, new landscaping and a second welcome to Dundee sign. C. Crawford explained that even if they are not successful in obtaining the grant funds, they will move forward with the project. Brief discussion ensued. C. Crawford noted that the grant requires the project to be completed within 6 months. M. Russ expressed concern about the highway project potentially interfering with the actual completion of the project.

C. Kelly inquired about Dundee participating in the selection of a new police chief. C.A. Daykin discussed that this issue was raised with the City Manager of Newberg. He explained that a consultant will be hired who will conduct interviews with various members of the two communities including a City Councilor from Dundee. This feedback will be used to create a profile to be used for recruitment. C.A. Daykin will provide Council with additional information as it becomes available. C. Kelly voiced support of interim Police Chief Kosmicki filling this role permanently, as he has also heard voiced by local citizens, rather than spending the funds to recruit other potential candidates. He pointed out that Kosmicki is talented, has shown integrity and has been a member of the community for many years.

C.E. Reid provided an update on the water line relocation project. He discussed that the contractor continues to hit issues; he keeps pushing the contractor through them to move forward. Discussion ensued. C.E. Reid noted that it is his hope that the project will be finished within the next 2-3 weeks.

C.E. Reid provided an update on the ODOT highway project. He discussed that Kerr Contractors have already begun setting up lane diversions for the project and moving full speed ahead. C.E. Reid discussed that as a part of the ODOT project, C.A. Daykin asked ODOT to provide the bid costs for the City's portion of the project to compare what was paid to what was bid to find out if additional monies were owed. C.E. Reid pointed out that the prices did come in quite a bit higher than expected, though upon analyzing the bids he realized that included were some duplicate items. Lengthy discussion ensued and C.E. Reid explained that he has reached out to ODOT to try to clarify the information. He also reached out to Kerr Contractors this morning and indicated that he has learned that indeed there are duplicate items that the City is being asked to pay for. Additionally, some of the "protect in place" or "relocate as needed" items Kerr assumed would be relocated and bored; this includes franchise utilities that were just placed across the highway as part of the recent project and are right next to storm sewer pipes that they're going to protect. C.E. Reid explained that he also spoke with NorthStar Electric today (contractor used by the City for the light project) and discovered that they are working for Kerr and also provided the bid for the \$140,000 in question. C.E. Reid explained that he will plan to meet with Kerr and NorthStar Electrical tomorrow morning to try to sort out the issues and get the duplicate items removed, and also change some of the borings back to "protect in place". C.E. Reid discussed that once he is able to sort out all of the issues at hand, he will go back to ODOT to provide them the

information so that a change order can be approved to hopefully reduce the City costs and make it more reasonable. Discussion ensued and questions were addressed.

M. Russ explained that he observed the new snowflake lights being lit during the day and inquired about whether the outlets on the post are on the same sensor as the lights themselves. C.E. Reid explained that the sensor is at the control panel. He discussed that the snowflakes were on a different circuit that were not on a light sensor; they were lit 24 hours a day. C.E. Reid explained that this could probably be changed by adding a photo cell on the circuit for the street lights though this would place a photo cell on the circuit (at least for the winter season) for all of those electrical outlets which could be turned on or off. M. Russ voiced support of the photocell option to save on costs.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that the school district hired BRIC Architectural firm to lead for the bond projects; they expect to start engaging the community of Dundee sometime in March regarding views on the Dundee Elementary school building. C.A. Daykin explained that the Board has yet to determine if they are going to try to build on the existing site of the Billick Park property or whether they are looking at building on an alternate site. He discussed that the school district has made it very clear that they don't anticipate buying land with the bond proceeds; if they were to come up with alternate resources (if they do move off site) if what would happen with the old building and property. He explained that there was some preliminary discussion about whether the old school/property is something which could be put back to community purpose in some way; this issue would be part of the community engagement process which is supposed to be coming up in March. Brief discussion ensued.


C.A. Daykin informed that he and C. Adlong attended the CPRD Board meeting last week which went very well. He explained that they had the opportunity to speak to the issue of a development agreement to determine what the public improvements would be and allocation of costs for CPRD and the City, etc. C.A. Daykin shared that they were very pleased that there was overwhelming support from the Board to come up with a more iconic type of design for the water feature. C.A. Daykin explained that what CPRD had presented at that meeting (following the last round of community meetings) before the Board included the removal of some of the playground equipment with the addition of a splash pad at one end of the playground, though they kept the amphitheater complex in place. He and C. Adlong reiterated to CPRD that an amphitheater was not needed/desired and that what would be needed/desired is a more iconic/attractive extensive water feature; this would be an attraction not only to the Dundee residents, but to visitors as well. C.A. Daykin shared that the Board was very in tune with this idea and asked their consultant to provide some revised plans before they submit for land use approval.

M. Russ inquired about the impacts of recent rains on the WWTP. C.A. Daykin discussed that PW Superintendent Simpson has indicated that things are going as well as they can at this point in time because of the degraded permeability of the MBRs, though they are holding their own. C.A. It was noted that PW has not yet been able to complete a clean in place; they have been trying to reprocess the water that they had accumulated and stored in lagoon 1, as well as dispose of it directly. M. Russ requested a report from Simpson be provided at the next Council meeting.

Public Comment

None.

The meeting was adjourned at 8:10 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder