

**CITY COUNCIL MEETING  
TABLE OF CONTENTS FOR MINUTES  
March 16, 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
WWTP Membrane Replacement.....	2
WWTP Headworks Screen Replacement Quote .....	3
Fire Dept Work Group Recommendations .....	3
IGA – Fire Marshal Services.....	5
Pacific Underground Change Order No. 7 .....	6
Billick Community Park Preservation .....	6
New Business .....	7
Travel Oregon Grant.....	7
Council Concerns and Committee Reports.....	8
Mayor’s Report.....	8
City Administrator’s Report .....	9
Public Comment.....	9

**City of Dundee**  
**City Council Meeting Minutes**  
**March 16, 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, Jeannette Adlong, David Ford, Tim Weaver, and Ted Crawford. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Chuck Simpson, Public Works Superintendent; Jared Nunley, WWTP Operator; Brent VanKeulen, Interim Fire Chief; Bert Hanifan, Fire Fighter; and Melissa Lemen, Administrative Assistant

**Public Attendance**

Attendance Via ZOOM: Michael Humm, P.E., Kennedy Jenks; Todd Dallof & Brad Donahoe, Dundee Volunteer Fire Dept.; Sondra Storm; Mark Moisan; and one unidentified attendee.

**Agenda Changes**

None.

**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, March 2, 2021. **The motion** passed unanimously.

**Old Business**

**WWTP Membrane Replacement**

M. Russ voiced support of adding processing capacity at this point, though inquired about whether added capacity to deal with I&I influx at this time would still provide for enough capacity for the Riverside District once it is built out. Michael Humm, P.E, Kennedy Jenks, acknowledged this concern and discussed that while the WWTP does have a fixed volume, this study wasn't a deep dive into flow projections and I&I but rather a membrane replacement strategy. Humm discussed that the long-term solution may be different than what this replacement strategy is speaking to. Brief discussion ensued. C.A. Daykin reviewed the proposed replacement strategy as outlined in his agenda report (page 7) and discussed next steps if Council is in favor of this methodology. C.A. Daykin pointed out that the hope would be that this work could be completed before the next winter storms begin.

M. Russ inquired about whether the membranes could be changed out during the rainy season to which Humm explained that with only two basins online now this would not be a possibility as it would really cripple operations; with a third basin it would still be a challenge but would add some reliability and would allow a clean in place to be accomplished. Discussion ensued and Humm reviewed some of the benefits of adding a third basin now. The consensus of Council was to move forward with the WWTP membrane replacement.

### **WWTP Headworks Screen Replacement Quote**

Humm discussed that replacement of the screen baskets using 3 mm perforation with ones using a 2mm perforation will provide added performance by pulling out more material. The hope is that this will help remove a lot of the fibrous material which is being seen in the process basin which is felt to be contributing to the fouling at the membranes. It was noted that this will increase the amount of solid waste as well as the monthly costs. Chuck Simpson, Public Works Superintendent, affirmed that they will obtain one additional garbage can which they expect to fill weekly. C. Nelson inquired about how much more labor will be involved in maintaining these new screens. Humm discussed that his belief is that there will be no substantial changes with regard to the labor involved; he reviewed the maintenance process in detail. C. Crawford inquired about where the rock and concrete came from which was believed to have damaged the existing screen. C.A. Daykin explained that Jared Nunley, WWTP Operator, had speculated this which may have been debris that managed to find its way into the waste stream from construction activity or perhaps some crumbling of some of the concrete pipe. Brief discussion ensued. C.A. Daykin pointed out that Nunley was very innovative by fabricating a bar screen as a prescreening device which has been fairly effective. Simpson described the screen that Nunley welded together and added to the channel which has provided approximately 5 gallons per day of flushable rag waste. C.A. Daykin explained that this device has lessened maintenance activity on the screens themselves. **A motion** was made and seconded authorizing the purchase of the screen basket from Parkson in the amount of \$9,180. **The motion** passed unanimously.

### **Fire Dept Work Group Recommendations**

Brent VanKeulen, Interim Fire Chief, provided a visual presentation to Council. Chief VanKeulen discussed that they received the TVF&R Feasibility Study results which were the last piece of the puzzle that needed evaluated before making a recommendation based on the four options. He briefly reviewed information discussed at previous study workshops. Chief VanKeulen described a change in strategy, as suggested by Captain Myers, where crews are working a few more hours during the day to cover some of the previously discussed shoulder areas; Staff are working 9 hours instead of 8 hours which has been helpful for better coverage. Chief VanKeulen discussed that they met with the work group last week and the work group supported the recommendation from Staff; a slide presentation followed, a copy of which was added to the meeting agenda materials.

Guiding Principles: Included in the list of priorities was that the level of service to the community was very important, and that a high level of service was provided when individuals call 911. Volunteers were noted to be very important to the Dundee Fire Dept.; they serve the community very well and have a very high level of commitment. Volunteers would absolutely be needed in order to maintain the current level of service and looking into the future. Chief VanKeulen discussed that value (what the community is getting for the money being spent) was evaluated, including sustainability into the future.

#### Four Options:

Option #1 No Change to Governance Structure (NCG): Remaining the same as things are today from a policy standpoint.

Option #2 Contract Select Services by Inter-Governmental Agreements ORS.190 (IGA): Would include partnering with agencies in our area to provide services to Dundee.

TVF&R: It was noted that TVF&R does wish to continue to partner and support Dundee; they did make an offer for an IGA for services as outlined on slide 6. Pros & cons were reviewed. Chief VanKeulen discussed that a TVF&R fire chief would be similar to his

present operations fire chief position. It was discussed that the biggest issue with this would be the lack of response capacity. Chief VanKeulen noted that the cost was near what would be paid for a full-time fire chief as well. He discussed that when the team looked at the value, the prioritization of operations, volunteers & value, the equation didn't make this option stand out as the recommendation. Chief VanKeulen discussed that the long-term sustainability of the fire department without being able to annex into TVF&R left questions about where this would lead though it does set the stage for a potential future partnership with TVF&R.

McMinnville Fire Dept: Chief VanKeulen discussed that he and C.A. Daykin met with McMinnville Fire Dept. last week and talked with Chief Leipfert about their interest in an IGA for Fire Chief services. He explained that McMinnville is interested in this potential option as outlined on slide 6.

Option #3 Formation of a New Fire District with Yamhill County Fire Departments (ESCI): Referred to as the ESCI option as they have been the consulting firm facilitating this process. Chief VanKeulen discussed that there was a strategic planning session this past weekend; more detailed information is available to Council members if they are interested. It was noted that this option is still in process; they presently have a survey out to assess core values. Chief VanKeulen discussed that the pros for the ESCI annexation were well conveyed in the consultant presentation provided by Sheldon Gilbert previously.

Option #4 Annex with Tualatin Valley Fire & Rescue (TVF&R): TVF&R determined that it is not feasible for them to annex Dundee at this time. Chief VanKeulen briefly discussed the process by which TVF&R evaluates annexations; the financial components cannot be reconciled at this time mainly due to their deployment model.

Workgroup Recommendation: Option #1 was Staff's recommendation to the workgroup; the workgroup understood the recommendation and supported it. This option would include hiring a full-time Fire Chief as step 1, as well as a funding plan that supports three additional firefighters and capital needs. Chief VanKeulen explained that these targets would address the operational issues and start to build bench strength within the fire department which would provide support into the future. The pros and cons of Option #1 were reviewed in detail, as shown on slides 9 and 10.

Next Steps: Next steps were discussed as outlined on slide 11, and include the hiring a new fire chief and identifying two Council members to participate in the hiring team. It was noted that Chief VanKeulen and C.A. Daykin have begun preliminary discussions about what the hiring process may look like though will await Council approval before moving forward. Two Councilors as well as a member of the Rural Fire Board will be asked to participate in the process. C.A. Daykin explained that Council will ultimately meet and decide about the hiring of the Fire Chief position, as provided by City Charter. Chief VanKeulen explained that once the Fire Chief has been hired, they will form another small workgroup to evaluate the next phase that's recommended – the hiring of three new Firefighters.

Discussion, Q&A: M. Russ inquired about whether the City would be in a position at this time to move forward with hiring a Fire Chief to which C.A. Daykin affirmed. C. Ford inquired about the ESCI Study process to which Chief VanKeulen briefly discussed and explained would still be a potential option for the future though would likely be at least two years out. Discussion ensued about the ESCI Study moving forward, including next steps. Chief VanKeulen explained that his recommendation for Dundee would be to continue to move forward with the Study and keep as

many doors open as possible; the standard of cover as well as the in-depth financial analysis will benefit and guide the future of the Dundee Fire Dept. in whatever direction it decides to go. C. Ford inquired about whether the current budget would allow for the hiring of a new Fire Chief as well as the hiring of three additional Firefighters. C.A. Daykin explained that though the current budget would potentially allow for the hiring of a Fire Chief, it would not allow for the hiring of the additional Firefighters. He noted that the full payroll costs for a new Fire Chief would likely fall between \$120K and \$137K annually. C.A. Daykin explained that the Verizon cell tower is moving forward and is only awaiting final issuance of permits to start that process; once this begins, they will be committed to begin paying the City the annual rental of \$32K per year for the first year, with a 2% increase annually from that point. Assuming that rental is received, there would then be between a \$7K and up to perhaps a \$22K shortfall (based on the current budget) which would have to be made up. C.A. Daykin discussed that the shortfall may not necessarily be realized in the first year depending upon whether the new hire has previously been in the PERS system; someone who has never been in the PERS system would have a six-month waiting period before the City would have to pay into the PERS system, which alone could cover most of that shortfall. C.A. Daykin discussed that other strategies which could be considered through the budgeting process to make up the difference could include franchise fee increases or possibly a public safety fee. C.A. Daykin affirmed his belief that the City does have the means to bring on a new Fire Chief next fiscal year.

C. Weaver discussed his belief that one of the most important things coming out of the Committee was in the analysis and conclusion from TVF&R, which he noted was a bit of a surprise to him. He discussed his opinion that the City is behind with regard to fire services, though pointed out that the Department is presently operating as efficiently as possible. Given the potential future growth of Dundee, moving ahead of the curve with additional personnel would be an advantage. C. Weaver discussed the importance of adding additional Staff at this time but also praised the stellar work of the present Staff and volunteers. He also voiced support of the continuation of the volunteer program well into the future; this program is valuable for the local community. C. Crawford voiced support of moving forward with hiring a new Fire Chief, though when the time comes to discuss hiring additional fire personnel, he requested that Council be provided with benchmark information from comparably sized communities. C. Ford inquired about whether a new Fire Chief would also potentially provide Fire Marshal services. Chief VanKeulen discussed that this would depend though would be unlikely; discussion ensued. C. Ford pointed out that if the Riverside District develops over the next few years, the addition of more people to the area may make Dundee a better economic option for TVF&R. Discussion ensued. The consensus of Council was to move forward with the hiring process for a new Fire Chief. C. Weaver and C. Ford volunteered to join the hiring Committee.

### **IGA – Fire Marshal Services**

C. Adlong inquired about whether former Fire Chief Stock had been specifically qualified to complete the work of a Fire Marshal. Chief VanKeulen explained that though it is always within the Fire Chiefs' authority to complete tasks delegated, he cannot speak to whether former Chief Stock had the actual certificates to complete the work; he could have simply chosen to do the work. Chief VanKeulen discussed that within the Department today, in his opinion, there is not the capacity to complete the Fire Marshal services with the appropriate training and certifications, especially as development moves forward in the area. He discussed the importance of moving forward with the formalization of an IGA agreement in order to continue receiving services and meet the requirements of the State Fire Marshal's office. Chief VanKeulen discussed the importance of providing Captain Myers with this ongoing resource to utilize as needed to assist with local code information and projects. C. Weaver voiced support of this important resource. **A motion** was made and seconded to authorize the City Administrator to execute the

Intergovernmental Agreement for Interim Fire Prevention and Fire Investigation Services. **The motion** passed unanimously.

### **Pacific Underground Change Order No. 7**

M. Russ inquired about whether property owners who develop in the future will encounter similar problems as the City has recently experienced with undisclosed debris below the surface. C.E. Reid discussed that this would not be the case in the areas already addressed, though some foundations encountered likely extend further into adjoining properties. He explained that impacts from these types of conditions will only be an issue depending on the type of development which would occur in a given area; discussion ensued. C.E. Reid reviewed the project status & budget information contained in his agenda report on page 29. He discussed Change Order #7 and highlighted that they did agree to reduce the original time billed by 4 hours. C.E. Reid discussed that hopefully most of the water lines along the highway will be development driven moving forward. C.A. Daykin noted that the gaps remaining are located on the west side of the highway between approximately Third & First Streets, and also between The Dundee (hotel) and Twelfth Street. C.E. Reid discussed that this project is complete and noted that Kerr Construction is almost finished with the water line crossing. **A motion** was made and seconded to approve Change Order #7 at the cost of \$11,629. **The motion** passed unanimously.

### **Billick Community Park Preservation**

C.A. Daykin provided an overview of his agenda report beginning on page 37. He reviewed that the School District will plan on deciding the site selection in the next 30 days. C.A. Daykin explained that there will be at least one more CPRD Board meeting before the end of March as well as one more School District meeting before the end of March. C.A. Daykin discussed potential scenarios associated the decisions which could be made. Additionally, he discussed the differences between the amenities provided by neighborhood parks vs. community parks. C. Ford pointed out that the development of facilities at the Sander Estate Park may provide similar services to the community as well.

C. Adlong discussed that the facilities at Billick Park are not being duplicated at Sander Estate Park; this park appears to be being constructed more as an event venue. C. Adlong shared that in her opinion, the center and most focal piece of Dundee is Billick Park. She discussed her opinion that to duplicate this size of park elsewhere in Dundee would likely be difficult; breaking up this large community park space would not meet the same needs. C. Adlong shared that in her opinion the addition of Sander Estate Park will not replace the loss of a 10-acre park. She provided additional discussion and stressed the importance of the City Council collectively standing up for Billick Park. C. Adlong discussed her belief that if those in Dundee had known that by supporting the School District bond and supporting a new school that they would potentially lose Billick Park, residents may not have supported the bond. She shared that she fully supports keeping Billick Park intact; this loss would never be able to be recreated if it were changed. C. Nelson agreed with C. Adlong and voiced that Billick Park is worth fighting for; discussion ensued. C. Adlong pointed out that the School District would also have the option of selling the portion of land that the current school sits on for potential development; she voiced support that a more hybrid type of option could potentially allow the park portion of the property to remain intact. C.A. Daykin discussed that if the School District were to move the school to a different site, they would want to receive payment for the value of the land currently used as a park so that they can use those funds to purchase the land for the new school site.

C.A. Daykin discussed that the original Dundee Elementary School is the oldest existing remaining building in Dundee, built in 1893. He explained that though the building has undergone three remodels and expansions to its current size, the old architecture is under that façade. C. Adlong inquired about whether there would be any grant funding available for

preservation of the school building. C.A. Daykin briefly reviewed the history of improvements to the school building and noted that perhaps the original school site could possibly be preserved for some community use. C. Adlong expressed concern about the present condition of the building.

M. Russ voiced support of retaining the facilities at Billick Park the same. It was suggested that social media posts could potentially be helpful to gain additional community support. The consensus of Council was to be proponents of keeping the existing Billick Park space as contiguous park space to maintain Dundee's large community park intact; and suggest that CPRD purchase the applicable park space property from the School District to keep the park whole. C.A. Daykin discussed that an additional option would be for the School District to "gift" the property to CPRD and simply use the bond proceeds to purchase the property that they need, though they would be unable to complete certain projects that they had anticipated doing. M. Russ pointed out that the remaining School District property could still be sold. C.A. Daykin will provide Council with the upcoming Board meeting details via email following the meeting.

## **New Business**

### **Travel Oregon Grant**

C.A. Daykin introduced Sondra Storm to Council and explained that she has a lot of grant writing experience; she has reviewed this particular grant and has talked to some of the members of the Tourism Committee who are very excited about the possibility of the grant. Storm reviewed that she has been involved on the Tourism Committee for the last year or so; she is also one of the owners and with the management company of "The Dundee." She explained that they have completed renovation work on the hotel and that she is excited to become more involved. Storm discussed her previous experience in grant writing and relayed her enthusiasm for the project. She explained that the Tourism Committee has formed a subcommittee which has been looking at available grants throughout the year as well as projects which would be a good fit for those. Storm discussed the recently released Travel Oregon grant which she explained is focused on helping cities create tourism infrastructure in the face of COVID. She discussed that they will be resubmitting the grant application for the Travel Oregon Destination Ready 2021 grant program. Storm shared details about the new Competitive & Recovery grants program and highlighted the project they feel best suited for this grant, the "Alder Street Park." Detailed discussion ensued. Storm explained that they would focus on a phased approach to this park space to initially include the planting of native plants around the perimeter and a pathway through the park; future phases could include the build out of various other types of park amenities. She explained that they have engaged a landscape architect to put together a budget and timeline to ensue that it would be realistic to achieve within the six-month required timeframe. Storm discussed the importance of outdoor green spaces, especially as the sidewalks are being built out, which would enhance a walkable downtown Dundee atmosphere and is a goal of the Tourism Committee.

The maps on pages 47 and 49 were reviewed. C.A. Daykin explained that the landscape architect will be engaged to create a new concept plan and also involve members of the Parks Committee though time is limited; the grant must be filed by the deadline at the end of March. Storm explained that they have discussed the timeline of the project with landscape architects who have indicated their willingness and availability to meet the deadlines associated with both the grant application as well as the actual execution of the plan.

C. Adlong inquired about whether the Tourism Committee would be willing to help with funding the cost of maintaining the park if the first phase were completed. C.A. Daykin explained that this would be a policy decision of the City Council. C. Crawford voiced that given the fact that the park location is close to a tourism location, he felt that the Tourism Committee would likely support covering the cost of landscape maintenance. Storm voiced support that the ongoing

maintenance costs/review of the full budget could be part of the process as they are putting together the grant application. Storm discussed that in her experience grants are a great tool for communities to reach for and obtain. She explained that through the process of writing the application itself, the issues of how the park would exist as well as what future phases would look like would be addressed. M. Russ suggested that the Tourism Committee potentially consider a budget that they are willing to provide towards general landscaping costs in the future. C. Crawford discussed the Travel Oregon Destination Ready 2021 grant program and noted that no one in Yamhill County was successful in receiving grant funds; those unsuccessful candidates were encouraged to resubmit. The consensus of Council was to support application to the Competitive & Recovery Grants program for the Alder Street Park project.

## **Council Concerns and Committee Reports**

None.

## **Mayor's Report**

M. Russ discussed that over the past weekend he spent some time with Fire Chiefs from all over the County and a few elected officials over Zoom. He reviewed that at the retreat they consolidated the SWOT analysis as well as worked on the mission, vision & values of a potentially created consolidated fire district, information which could then be used in determining a standard of coverage. M. Russ explained that the group also discussed the major areas and projects which would have to be accomplished in order to move forward with a consolidate fire district. He discussed that in this process it was discussed that the tax rates vary, not only because of Oregon law but also because Dundee has the highest land values in the County; county wine land is also valuable in the district as well. M. Russ pointed out that at the time when one large District would potentially form (and a tax levy formed for the District) this would be a complicated process. M. Russ discussed that one idea which was raised as a possibility was the formation of a Dundee Fire District; this would include the parting of the Fire Dept. from the City and merging it into the Dundee Rural Fire Protection District to create its own District. He explained that by forming a District, its tax base could be built in a way that would support a Fire Chief as well as the additional fire personnel. M. Russ explained that this process could assist in placing the Dundee District in a better position prior to merging into the larger District. He explained that one idea that was discussed was the formation of separate fire districts for McMinnville and Lafayette as well, before ultimately merging all of the districts together. He pointed out that presently the Cities of Carlton and Dayton are merged to their fire districts already. M. Russ discussed that this scenario would make it easier for the IGA's and also make it easier to levy out and level out the taxes. He voiced support of beginning discussions with Dundee Rural Fire about potential merger into a District; leveling out the tax base is one of the biggest hurdles in creating the North Willamette Fire District. M. Russ discussed that communications are another big component which would also need addressed. He explained that the ESCI consultant will be consolidating the information from the retreat over the weekend and next move towards completing a standard of coverage; this will aid in determining the costs involved to meet that standard of coverage. M. Russ discussed that this information would aid the City in being able to determine whether there is interest in participating in the large county district or not, as well as assist in making decisions about a potential merge with Dundee Rural Fire District. M. Russ explained that Dundee would need to agree to provide \$3,000 to move forward to the next step in the ESCI study which includes the standard of coverage information. The consensus of Council is to move forward into the next phase of work to receive the valuable information which will be provided. C. Weaver suggested that at least some consideration should be given to looking into the potential separation of the Fire Department from the City to merge with the Rural Fire Protection District which seems to be a trend in the County. M. Russ provided additional discussion. C.A. Daykin explained that this would likely be something that he and Chief VanKeulen would discuss with a new Fire Chief. C.A. Daykin provided additional

brief discussion about some of the pros and cons of the idea of a merged Fire District. M. Russ and C. Ford voiced support of looking into this as a potential option once a new Fire Chief is hired.

### **City Administrator's Report**

C.A. Daykin announced that Planning Commissioner Eugene Gilden has resigned from his position effective March 10, 2021, with no explanation provided. The Planning Commission vacancy will be advertised, and C.A. Daykin encouraged Council members to make contact with any community members they feel might be good applicants for that Body.

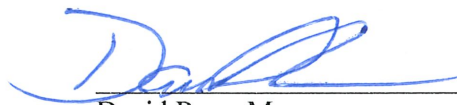
C.A. Daykin discussed that the American Rescue Plan (\$1.9 trillion legislative bill which was passed) will provide the City with an allocated share of \$667,352.00. The funds will be provided in two payments, half sometime this spring and half in the spring of 2022. C.A. Daykin shared that detailed information about how the funds can be spent is not yet known. It was noted that though there will be restrictions on the spending, though they will be far less restrictive than the Corona Relief Fund which could only be used for mitigating the emergency health issue.

### **Public Comment**

Mark Moisan introduced himself and thanked the Council for their time. He explained that he lives on Niederberger Road and that they own the inn right next to Hyland Estates. Moisan shared that he is present tonight to express concern about jake brake noise coming from the bypass traffic and its effect on the residents in the area. Moisan discussed that he and three of his neighbors are interested in looking at the jake brake issue in greater detail. He explained that they are interested in doing a sound study along the Dundee fishhook area and inquired about whether the City would be interested in partnering with them to scope out a broader sound study and/or traffic calming effort with them in partnership with ODOT.

M. Russ voiced that the City would stand with them in their concern about the complex jake brake issue. He discussed previous concerns with noise from the bypass which were addressed with ODOT. Moisan discussed that though his group have had some email exchanges with ODOT, he would like to press them for an in-person meeting to discuss potentially a deeper sound study using sound meters placed at strategic locations. C. Weaver voiced support of this concern and pointed out that ODOT does have a fairly new management team for our region which could be helpful. C. Crawford discussed that he could hear the brakes at his Dundee home beginning at 3:00-4:00 A.M., which is  $\frac{3}{4}$  of a mile away from the bypass. Additional Council members voiced concern about hearing the engine brake noise as well. Brief discussion ensued. As this process moves forward, C.A. Daykin offered to make himself available to assist and will also keep Council updated on the issue.

The meeting was adjourned at 9:00 P.M.

  
\_\_\_\_\_  
David Russ, Mayor

Attest:

  
\_\_\_\_\_  
Rob Daykin, City Administrator/Recorder