

**CITY COUNCIL MEETING
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November 16, 2021**

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**City of Dundee
City Council Meeting Minutes
November 16, 2021**

Call to Order

Mayor David Russ called the meeting to order at 7:04 P.M.

Council and Staff Attendance

Mayor David Russ; Councilors Ted Crawford and Tim Weaver. Attendance Via Zoom: Councilor Storr Nelson. Absent: Councilors Patrick Kelly, Jeannette Adlong and David Ford. Staff Attendance: Rob Daykin, City Administrator; Brandon Hamilton, Fire Chief; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant. Attendance Via Zoom: Matthew Kahl, City Attorney.

Public Attendance

John Roberts, 237 SW Oliver Court;; and Polly Daniel and Jessica Sacher, Dundee Community Suppers Program (7:50 P.M.).

Attendance Via Zoom: Brent VanKeulen; Josh Bergstrom, 8115 NE Worden Hill Rd, Dundee; Brent Linden, Principal, Linden, Brown Architecture; and Allen Holstein.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, October 19, 2021 and Item 4.2 National School Choice Week Proclamation. **The motion** passed unanimously.

Old Business

LID No. 2013-01 Assessments

C.A. Daykin reviewed information contained in his agenda report beginning on page 9, and referenced information contained on the table on pages 11-14. He discussed the Possible Adjusted Assessment information as provided in the far right column of the table and the methodology used. C.A. Daykin discussed the complexities associated with calculating the possible adjustment assessment amounts for each of the properties. Conversation ensued and Council questions were addressed. In the event that property within the LID changed ownership since the original Notice of Assessment in 2013, it was noted that this information should have been disclosed in the sale through a good faith disclosure. C.A. Daykin explained that the assessment information had not been recorded with the County prior to construction; this process will occur following the adoption of the ordinance. Brief discussion ensued and Council voiced support of the adjusted assessments.

2022 SCA Grant Agreement

A **motion** was made and seconded to authorize the city administrator to execute the 2022 SCA Grant Agreement. C. Nelson referenced Exhibit A – Project Description (page 38): “Project

improvements will include curb, gutter and sidewalk to be constructed on both east and west sides, storm sewer improvements....” He referenced previous discussion about this topic and inquired about what flexibility there may be with the project and whether there could be some minor adjustments to the overall design such as potentially not placing sidewalk on one side while having curbs or the width of the street adjusted. C.A. Daykin explained that eliminating sidewalk would need to be provided to ODOT for a re-rating; he offered to check with ODOT about flexibility of changing the width of the street. C. Nelson discussed concerns with elevation challenges on the west side of Alder, especially on the upper area, and inquired whether the completion of the project would cut off access to the two structures on the Mike Sherwood property. C. Nelson encouraged flexibility in the design if there is a requirement to have sidewalks on both sides – either elevating or depressing that sidewalk potentially to better match the two structures for access for the property owner. C.E. Reid discussed that a pedestrian access seems most likely; whether or not a driveway access could be achieved would really depend on several factors. He explained that a curb tight sidewalk is being discussed to try to stay away from those structures as much as possible, though once the sight is surveyed again more information will be known to move forward. C. Nelson shared additional thoughts and ideas. Regarding the two discussed structures on the Sherwood property, C. Nelson inquired about whether the city could provide temporary modifications to the city standards (reduce the width in front of the structures for the project in this area) and if north end of the property were to be partitioned and redeveloped, the property owner would then be required to bring things up to standard. C. Nelson suggested that perhaps a landscape feature just in front of those two structures could potentially allow a ramp out for access to the street, but also a sidewalk connection through it. C. Nelson voiced support of the project and explained that he would like to see the City moving forward in good faith trying to do the best for everyone involved with the project. C.A. Daykin reviewed that the stated goal of the City Council was to see these improvements from Ninth Street all of the way to Upland Drive, knowing that there are challenges to getting those accomplished and would need to be phased in over time. Discussion ensued regarding potential design modifications that could be looked into. M. Russ voiced support of looking into creative construction which still serves the resident and meets ODOT standards in order to meet the grant requirements. **The motion passed unanimously.**

Yamhill County ARPA Grant Program

C.A. Daykin reviewed information contained in his agenda report beginning on page 47, including Tables 1-5 which were discussed in detail. C.A. Daykin shared his thoughts and ideas for making a strong application for the ARPA Grant Program. Council discussed the potential projects and funding scenarios. C.A. Daykin discussed the grant program timeline and the fact that entities should be notified of what they will receive by late December. The consensus of Council was to move forward with an application for the MBR Expansion and the CIPP Sewer Main Rehabilitation projects, with careful consideration given to changing the name of the MBR Expansion project to reflect sewer plant resiliency.

Fire Department Work Group Update

Fire Chief Brandon Hamilton referenced his memo beginning on page 61 and indicated he is present to answer any questions. Brief questions were addressed, and concern was expressed about the possibility of expanding the district to include more of the Dundee Hills. It was noted that additional discussion pertaining to potential district expansion or shifting of boundaries could be held at the joint session. The consensus of Council is to meet in joint session with the Dundee Rural Fire Protection District Board of Directors at the Dundee Fire Station Community Meeting Room on December 14, 2021 to discuss the possible formation of a new fire district.

New Business

Rural Properties Fire Suppression Connection Requests

C.A. Daykin reviewed information contained in his agenda report beginning on page 65. M. Russ inquired about whether the City would be able to inspect the backflow device and C.E. Reid indicated that this could be made a condition of approval. It was noted that typically the backflow device is placed right at the connection; it would be easily accessible and an annual backflow check would be required. Chief Hamilton voiced support of the connection requests and discussed the benefits of the water being accessible on-site for these properties. C.A. Daykin indicated that he will check with PW Superintendent Simpson about whether the backflow device reports when the valve is triggered. Linden briefly discussed fire suppression system options; he noted that the system connecting to the water main is vastly less expensive. The consensus of Council was to modify the ordinance to include fire suppression under certain criteria; C.A. Daykin offered to modify the information and bring it back to a future City Council meeting. **A motion** was made and seconded that existing rural water customers may make direct connections to the City water main for a fire suppression system provided that the water facilities are able to support such a fire suppression connection as determined by the City Engineer, the connection is approved by the Fire Chief, and all costs related to the connection are paid by the customer. **The motion** passed unanimously.

Community Suppers Agreement Amendment

C.A. Daykin discussed that their most community supper was held at the church and was reported to be successful. Polly Daniels explained that though the church is a smaller facility, the kitchen has been certified with the County and the location has a welcoming and cozy atmosphere; they received many compliments on the change during their recent supper event at the church. **A motion** was made and seconded to amend the Community Suppers Program for the remainder of the fiscal year FY 2021-22 changing the recipient from the Dundee Woman's Club to By His Grace Fellowship. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford discussed that the Tourism Committee applied for two grants with Travel Oregon. He explained that they received an \$18,000 grant (for the first time in six years) for additional ad campaign. Brief discussion ensued and C. Crawford noted that the Tourism Committee will continue to apply for grants as they are available.

C. Crawford noted that the Tourism Committee will not plan a holiday celebration this year as all of the poles will not be up and ready. It was suggested that adding timers or a photocell to the holiday lights would be nice. C.A. Daykin discussed that when he approached NorthStar about this idea they indicated that it would be very challenging given the system in place at this time. Discussion ensued and C.E. Reid explained that they way the light receptacles makes it more challenging to add a photo cell, though he will check on this.

C. Nelson inquired about why the finished surface of the asphalt is being dug up by the contractor on the highway project. C.E. Reid explained that the contractor is required to do a point evaluation of the whole asphalt surface. He discussed that there are defects which will have to be fixed, including the ADA ramp areas, though this will likely not be completed until next year. C. Nelson explained that the paving is trapping water in the turn lanes as traffic enters the Fifth Street light from both directions and ponding a little bit of water into the intersection as well which is a safety hazard. He discussed that the paving on the northbound lanes is either a little bit high or the middle lanes (turn lanes) are a little bit low, so there is some water which isn't sheeting across as it should. C. Nelson explained that the other complaint he brought up is the dip at the catch basin just past the crosswalk at First Street. C.E. Reid discussed that the slopes

behind the sidewalks between Twelfth and Thirteenth Streets have been filled; rock has been placed between the back of the walk and the ditch inlet at Thirteenth Street. He explained that there still is a bit of a drop off in this area and that the contractor has indicated that they are done and if a railing is desired in this area it will need to be placed by the City. C. Nelson expressed concern about the transition from striping from the intersection of the bypass to Fulquartz Landing Road; even though it is only temporary, it seems a little confusing in this area and he would like it addressed to assist in preventing an accident in this area. C.E. Reid noted that he has already mentioned this concern and ODOT has said they would look into the concern; he will raise the concern again at the next meeting.

C. Crawford discussed that Antica Terra Winery on Alder Street is storing some of their wine processing grapes in a big dumpster which is leaking into a ditch and is odorous. C.A. Daykin explained that he will first approach Waste Management about the concern and will approach Antica Terra if necessary. Brief discussion ensued and it was noted that it is the responsibility of the owner to make sure the waste is being disposed properly.

C.E. Reid discussed a concern with dead trees between Twelfth and Thirteenth Streets on the 12th & Maple side. He explained that those trees will be removed and the remaining gaps of landscaping will be evaluated by their landscape architect who will try to do some enhancements.

Mayor's Report

M. Russ noted that negotiations with the preferred candidate for the city administrator position are ongoing.

City Administrator's Report

C.A. Daykin discussed that the City received an initial response on the preapplication to the OTIB Loan for the Ninth Street construction and expects to be invited to make a loan application. C.A. Daykin discussed with Council details of the application process.

C.A. Daykin discussed that he has been going back through some old documents as he wants to revisit the undergrounding issue on Ninth Street. He reviewed that the City Council previously authorized Staff moving a head with forced undergrounding for the PGE lines that are associated with the ODOT project. C.A. Daykin explained that he asked PGE to come back and provide City Staff with cost information. He inquired about whether Council would favor undergrounding for Ninth Street to be completed simultaneously if this work were to be completed on the highway. C.A. Daykin offered clarification that all rate payers in the City would pay that. Brief discussion ensued.

Public Comment

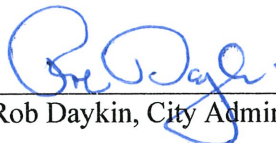
None.

The meeting was adjourned at 8:19 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder