

**CITY COUNCIL MEETING  
TABLE OF CONTENTS FOR MINUTES  
March 6, 2018**

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 Engineer Position .....	2
Legal Services Agreement .....	4
2018 City Goals .....	4
Resolution No. 2018-02, 2018 SCA Grant Application .....	4
City Engineer RFP Process.....	5
New Business .....	5
Outside Water Service Request .....	5
Budget Committee Appointments .....	6
2019 City County Dinner .....	6
Council Concerns and Committee Reports.....	6
Mayor’s Report.....	7
City Administrator’s Report .....	8
Public Comment.....	9

**City of Dundee**  
**City Council Meeting Minutes**  
**March 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 Ted Crawford, Storr Nelson, Jeannette Adlong and Doug Pugsley. Absent: Councilor Tim Weaver. Staff members: Rob Daykin, City Administrator; Peter Watts, City Attorney; Melissa Lemen, Administrative Assistant; John Stock, Fire Chief; and Brandan McGarr, Firefighter.

**Public Attendance**

Eric Kuehne, 13140 NE Kuehne Road, Carlton, OR 97111.

**Agenda Changes**

Item 6.5 City Engineer RFP Process was added to Old Business  
Item 7.4 2019 City County Dinner was added to New Business

**Public Comment**

None.

**Consent Agenda**

**The motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, February 20, 2018. **The motion** passed unanimously.

**Old Business**

**Fire Engineer Position**

M. Russ asked for confirmation that Brandan McGarr has met all of the qualifications for the proposed establishment of the Fire Engineer position. Chief Stock confirmed this and pointed out that McGarr has been doing the job for several years. C. Stock discussed that the duties of McGarr's position most closely compare to the Fire Engineer position at like Departments. C. Stock pointed out, with regard to the Salary Schedule presented in the agenda report on page 11, that the Dundee salary figures shown are reflective of the top of the salary range as compared with those of the other Cities which reflect the initial starting figures in their pay ranges. C. Stock clarified that the Fire Fighter pay range for the City of Dundee begins at \$37,615 and the proposed Fire Engineer position begins at \$39, 519. He stressed the importance of addressing the full Fire Department salary scale in a timely fashion to bring it more up to date with comparable agencies.

C. Adlong inquired as to the timeframe for employees to move between the Steps in the salary schedule. C. Stock discussed that the system is generally set up for one year step increase increments, though he reviewed that he has been providing step increases to his employees as they obtain higher levels of certification. C.A. Daykin reviewed that there is a 2.5% pay differential between Steps on the schedule with a total of nine steps, and 2.5% difference between ranges. He also pointed out that with regard to new employees, the initial placement on the pay scale could be at Step 1 or potentially at a higher Step on the scale if the employee came in at a lateral or with additional experience. In either case, C.A. Daykin explained, after the first six

months at the first probationary review, the employee would be eligible for an immediate Step increase. The employee would then be eligible for additional Step increases at their annual evaluations on the anniversary of the hire date.

C. Stock pointed out that approximately 95% of the Fire Departments in the State have become Fire Districts; it is becoming a rarity to see a City Fire Department. C.A. Daykin discussed the reasoning for the Fire Engineer's two range increase over the Fire Fighter position and explained that this positioning matches up with comparable agencies. **A motion** was made and seconded to approve Dundee Fire Chief's proposal and revision to the salary schedule to include the Fire Engineer position at salary range 29. **The motion** passed unanimously.

C.A. Daykin discussed that it has been five years since the initial salary study was done in 2013. He reviewed that finding comparable agencies can be challenging, though in 2013 the relative positions of Fire Chief, Fire Fighter as well as Public Works Director and City Manager in seven smaller Cities and five larger Cities were compared. Discussion ensued regarding the details of this process. C.A. Daykin informed that at this time Chief Stock's salary is 82% of the City Administrator position. Additionally, C.A. Daykin reviewed that the Public Works positions as well as the Administrative Staff positions were also reviewed, though he shared his belief that this review should be done again as there have been a number of changes. He reviewed concerns with regard to the recent recruitment of a new WWTP Operator; the City received only one applicant for the position. Though this very good candidate has fortunately worked out very well, C.A. Daykin expressed his concerns that there was only one applicant.

C.A. Daykin reviewed that with regard to the previous salary study, there was formation of a select Committee from City Council. The Committee gathered the pertinent information, worked with Staff to complete an analysis and then brought back a full recommendation to the City Council. If a new salary study was completed, C.A. Daykin explained that it would then be up to City Council as to whether this information would be included in the next fiscal budget, though timing for that would be unlikely; completion of this process during the 2018 calendar year would be a more appropriate timeframe with consideration given to use of budgeted contingencies. Additionally, it was noted that City Council would determine the implementation strategy as well.

C. Stock pointed out that at his most recent review he did not receive a Step increase as he has reached the top of his salary, which was very disappointing. C. Adlong inquired as to whether a cost of living increase was provided; it was noted that a COLA increase was provided to all employees. C. Stock explained that he received a fantastic review and noted that he works very hard to do a great job for the City and the Community. He expressed his disappointment and frustration that even though he is doing an excellent job in his position, he was not rewarded with a Step increase for those efforts. Additionally, he mentioned to Council that this has spurred him to consider potentially seeking employment elsewhere. C. Nelson reviewed that the reason C. Stock didn't receive a Step increase was not reflective of his performance; it was a matter of policy. C.A. Daykin pointed out that there are a number of additional employees in the City who have reached the top step in their salary ranges as well and are not advancing, though do receive a COLA increase when provided to keep that overall salary matrix updated to remain competitive.

C. Svicarovich inquired as to whether it is typical for a City to conduct a salary evaluation every five years. C.A. Daykin shared his opinion that a five-year timeframe seems reasonable, and C. Stock pointed out that within the fire industry salary evaluations are completed every five years. C.A. Watts reviewed that these types of evaluations are typically conducted every five or ten years within Cities. C. Svicarovich and C. Nelson voiced their support of conducting a salary evaluation for City Staff.

Discussion ensued regarding how best to move forward with the salary evaluation. C. Crawford pointed out that much of the work was done in 2013; a 2018 evaluation could be considered more of an update to the information already researched. C.A. Daykin supported this and indicated that this information could be updated, presuming that similar positions are still at the various Cities previously reviewed. C. Adlong supported a review of the Step process as well. The consensus of Council was for C.A. Daykin to provide an update of information from 2013, convene a Committee to review the information and then provide recommendation to Council. C. Nelson and C. Adlong volunteered to join the Committee. C.A. Daykin explained that in the course of the Budget preparation process, he will increase contingencies to a larger amount in case Council does make a decision to implement in the next fiscal year as the information may not be available prior to the Budget process.

### **Legal Services Agreement**

City Attorney Watts informed that several weeks ago he gave his notice at Jordan Ramis, P.C. in part due to the fact that different jurisdictions had challenges with the proposed fee increases. He suggested that Council may want to inquire as to whom will Staff the City moving forward to ensure that they are comfortable with that person. C. Crawford pointed out that the proposed rates are reasonable for Portland-based attorneys.

C.A. Daykin referenced the proposed Agreement and pointed out that the changes reflected phase in over a two-year period into the full rates that were initially proposed. He reviewed that the Agreement does provide for a special flat fee rate for attendance at Council meetings, though at a higher rate. C.A. Daykin also reviewed that in comparison to the 2016 hours provided, the first year cost increase would be \$10,500; and \$19,100 over the current rate structure in year two. The proposed new rates would go into effect on July 1, 2018. C.A. Daykin discussed that one of the benefits of working with a firm like Jordan Ramis is that they provide a wide range of services, which provide access to Attorneys who are specialized in select areas. Council remarked that they have been very pleased with services received from Jordan Ramis, PC. Discussion ensued regarding potential Attorney options moving forward with Jordan Ramis, and C.A. Watts informed that he is uncertain if there will be any changes with regard to their Staff moving forward. The consensus of Council was to hold off on approving the Amendment until more information is available pertaining to who will replace C.A. Watts moving forward. C.A. Daykin informed that there are a number of different issues being carried forward presently by Jordan Ramis, P.C., and reviewed that agreeing to this amendment to the Agreement doesn't preclude the City from terminating the Agreement at a later date. C. Svicarovich suggested that it would be beneficial for Jordan Ramis, P.C. to provide the City Council with an update at a future meeting.

### **2018 City Goals**

C.A. Daykin reviewed that when the motion was made previously to adopt the 2018 Goals, included in that motion was a meeting with the Planning Commission to review the Goals with them as well. Due to the fact that the Planning Commission has a full agenda over the next few months, the consensus of Council was to schedule a joint meeting with them to review the 2018 City Goals on June 20, 2018.

### **Resolution No. 2018-02, 2018 SCA Grant Application**

C.A. Daykin reviewed that he did receive an email yesterday which indicated that our SCA Coordinator had reviewed the application with her supervisor to ensure their support of submitting the amended application. It was presented to the statewide Committee and they have given their approval to change the project from Alder Street to Charles Street. C.A. Daykin reviewed that the next step is for the City to provide a formal Resolution to complete the paperwork. It was also noted that C.E. Reid has already added the project into the bid documents

for 2018 street paving work. A **motion** was made and seconded to adopt Resolution No. 2018-02, a resolution relating to the 2018 Special City Allotment Program.

C. Adlong inquired about the present condition of Myrtle Street in Dundee. C.A. Daykin reviewed that though Myrtle was built in approximately the same time period as Charles Street, the condition of the Myrtle is a little worse because there has been disruption of the base with tree roots. He pointed out that many parts of the sidewalk present have been uprooted due to the trees present. C.A. Daykin informed that completing work on Myrtle Street would be more involved; completing the sidewalk work in this area would require an upgrade of the ADA ramps which would require additional design work and thus require additional prep time for the bid documents. C. Adlong pointed out the importance of the City doing what they can to assist this area of town and it was noted that addressing Myrtle Street is included on a list of potential future projects. Additional discussion ensued. **The motion** passed unanimously.

### **City Engineer RFP Process**

C.A. Daykin informed that originally C. Weaver had planned to join with C. Svcarovich to review the proposals received and make a recommendation. C. Weaver has indicated that due to other commitments he will be unavailable to participate. C. Adlong volunteered to participate in the review of the submitted RFP's on Tuesday, March 13, 2018.

C.A. Daykin reviewed that the process was introduced initially solely as a qualification based process in which things are not looked at in terms of costs/fees. He explained that once the firm is selected, if the City does not come to terms and a contract is not negotiated then the City would move forward to the next most qualified candidate, then the next, etc. C.A. Daykin explained that there is an additional option available which he would like to explore if City Council felt would be appropriate. He introduced the idea that the criteria include fees as part of the review process, the basis of which would be for contracts under \$250,000; the contract maximum price would be \$250,000 over the length of the contract (whatever the terms). He explained that once this amount is met, and not exceeded, a new process for City Engineering purposes would then need to be undertaken. C.A. Watts discussed that generally Cities do an RFQ if they anticipate receiving a tremendous amount of applicants, thus allowing them to pare down the process, or if they don't expect to receive many applicants, thus allowing them to do more advertising. Additional discussion ensued and C.A. Watts explained his recommendation to move forward with the RFP instead, following a previous discussion with Attorney David Bowser. C.A. Watts informed that he would need to confirm with Attorney Bowser as to whether or not the City would be allowed to ask for pricing in the RFP. Detailed discussion ensued. The consensus of Council was to move forward with the request for those submitting proposals to also include their rate information, if C.A. Watts confirms this to be appropriate through discussion with Attorney Bowser.

## **New Business**

### **Outside Water Service Request**

C.A. Daykin reviewed details pertaining to the history of the Dundee River Road Water Association as contained in the agenda report on page 35-36. Additional information pertaining to the water line was reviewed, including the fact that the users are responsible for the entire line serving their customers from the meter; the City is not responsible for maintaining that line. He reviewed the request presented by Mr. Kuehne to be added as another user to help share the cost of that maintenance and the cost of the rural water system.

C. Svcarovich referenced the 110 PSI (which seems to be adequate) and inquired as to whether it is known if this is also adequate for fire suppression requirements. C.A. Daykin informed that the discussed line does not provide fire service and is for domestic use only.

C.A. Daykin reviewed the location of Mr. Kuehne's property and explained that he would like to install a shop. Detailed discussion ensued. Mr. Kuehne confirmed that presently there are no structures on the property. C. Pugsley requested confirmation that a shop is considered a domestic use which C.A. Daykin indicated to be the case in the terms that water would not be used for outside water or irrigation purposes. Mr. Kuehne explained that it is his desire to build an agriculture shop on his property eventually and be able to provide water for the employees and equipment with anticipated minimal use. C. Crawford inquired as to whether or not Mr. Kuehne owns additional adjacent property to which he indicated that he does not.

Mr. Kuehne provided each Council member with a packet containing additional information, including detailed information provided from Blue Water Drilling Company. C. Svicarovich asked about additional costs associated with making the connection in the event the connection were approved. C.A. Daykin explained that the details of the connection would be made between the Association and the new customer; the City would not have any kind of involvement in that process. C. Adlong inquired as to whether placing an agricultural building on the property is a permitted use in the County to which Mr. Kuehne affirmed. **A motion** was made and seconded to approve the request from Eric Kuehne for his property to be served with City water through the Dundee River Road Water Association. C.A. Daykin inquired as to whether the City would require Mr. Kuehne to execute an annexation agreement with the City per the condition listed in the outside water policy since his property would be served City water through the Dundee River Road Water Association, Council agreed that condition would still apply. **The motion** passed unanimously.

### **Budget Committee Appointments**

M. Russ reviewed that there are five vacancies presently on the Budget Committee and three applicants. **A motion** was made and seconded to appoint Patrick Kelly and Dennis Phelan to the Budget Committee with terms ending December 31, 2020, and appoint Shannon Stueckle to the Budget Committee with the unexpired term ending December 31, 2018. **The motion** passed unanimously.

### **2019 City County Dinner**

C.A. Daykin reviewed that Administrative Assistant Melissa Lemen has done some initial research with regard to the upcoming City County Dinner to be hosted by the City of Dundee on February 21, 2019. A handout describing two potential venue options for the event was provided to Council. C.A. Daykin discussed that it has come to our attention that another group is also interested in utilizing the Chehalem Cultural Center venue on the same night and, thus, a decision would need to be made as soon as possible regarding that venue. Discussion ensued regarding the potential option of hosting the event at the Dundee Fire Hall. C. Crawford inquired as to whether the event could be held at Argyle Winery to which C.A. Daykin explained is not available to the City for that purpose. Other additional potential venues were briefly discussed. The consensus of Council was to utilize the Dundee Fire Hall or seek a different local venue to hold the event rather than spend \$600-\$700 to rent the Chehalem Cultural Center ballroom.

### **Council Concerns and Committee Reports**

With regard to the potential future Highway 99W bridge area visitor information/restroom area in Dundee, C. Crawford informed that he received contact from ODOT yesterday indicating their intention to use the area for staging for the foreseeable future, including Phase 3 of the Bypass. C. Crawford expressed his frustration that ODOT would plan to leave to leave this area at the gateway to Dundee vacant for and unknown and potentially extended period of time. He noted that he recently read the quarterly update for the bypass which indicated that they don't expect

Phase 2 to be funded for ten years. C. Crawford inquired as to whether or not there may be any other property in Dundee which ODOT could use for construction staging purposes, allowing the bridge area property to be a potential option. Discussion ensued. C.A. Watts shared that Travel Oregon has a lot of new grant money for region projects, and indicated that a lot of emphasis is being put on bike-related improvements. C. Crawford briefly described his thoughts with regard to the visitor information center and restroom facility tailored towards visitors and bike riders. He noted that another site may need to be considered.

With regard to the Chehalem Valley Chamber of Commerce (Chamber), C. Crawford discussed his belief, following discussions he has heard, that they are moving away from tourism promotion. C. Crawford informed that Chamber Board member Jennifer Sitter was present at the recent Dundee Tourism Committee meeting and concurred that the Chamber is moving away from tourism promotion. A member from Newberg's Transient Lodging Tax (TLT) Committee was also present at the meeting and indicated that tourism promotion is shifting from the Chamber to their Committee. Discussion ensued. C. Crawford expressed his feeling that there may be a chance of more collaboration with the TLT Committee and not as much with the Chamber. Though he indicated that it is not his desire to be the ex officio representative for Dundee, he opened the opportunity up to anyone else who may be interested. He added that he does not feel it necessary for the Tourism Committee Chairman to be a part of the Board for the Chamber any longer as they are not doing tourism promotion any longer. Additional detailed discussion ensued.

C. Crawford discussed the low \$300/year cost of the City remaining a member of the Chamber. C.A. Daykin informed that Newberg's City Manager, Joe Hannan, had indicated that the Chamber desires to be more of a business advocacy group, so will potentially be taking on political positions which may be contrary to the interests of the City of Dundee. Additional discussion ensued. C.A. Daykin pointed out that the main issue is that within the Dundee Municipal Code it specifically states that a member of our Tourism Committee is an official of the Chamber Board as well; this may need to be amended once recommendations are determined. C. Crawford suggested that one way to amend it might be to ask that someone from the Newberg TLT Committee sit on the Tourism Committee and vice versa. C. Crawford will need to address these issues with the Committee and bring suggestions back to City Council.

## **Mayor's Report**

M. Russ informed that he attended the Chehalem Park and Recreation District (CPRD) meeting last week where they indicated that they are not interested in negotiating a lease on the Sander Estate property at this time. He reviewed that Mike Ragsdale voiced his strong support that CPRD do a blank slate public outreach for consideration of their ideas for the property. Additionally, he indicated that the CPRD Board made the decision that there should be no one living in the house on the property or events taking place at the property as this could potentially taint the public opinion. Once the public outreach process has been completed and a plan determined, if that plan doesn't come to fruition the short-term M. Russ suggested that they revisit the conversation.

M. Russ informed that he received communication from ODOT which indicated that the funds should be received soon so that the electrical portion of the TE Project (including street lights) can be completed and the cones removed.

## City Administrator's Report

C. Daykin informed that he spoke with Don Clements, CPRD, earlier today. He informed that they discussed CPRD's plan for outreach to the community. C.A. Daykin indicated his support of a partnership between himself and CPRD in getting the word out either through direct mailing in the utility bills or newsletter. Clements indicated that when there is a community outreach meeting he would like it to be held at the property which may present some logistical challenges. C.A. Daykin indicated that he will share the details of the plan with Council once they are available.

C. Adlong shared that she spoke with Jan Sander following the last Council meeting when CPRD made their presentation regarding the Sander Estate property. She discussed that Ms. Sander indicated that she had not had any interaction with CPRD regarding the plans they presented to Council; Sander noted that she was very surprised with the plans they had come up with and indicated that she had hoped that the property would be used more for a building to be placed (a community center or such) rather than gardens, etc. M. Russ informed that he met with Jan Sander the Monday prior to the CPRD meeting, as well as observed her attendance at the CPRD meeting; her involvement was noted to be very important in this process.

C.A. Daykin informed that at the next Council meeting there will be two Public Hearings. He discussed that there are two recommendations from the Planning Commission, a zone change and subdivision proposal, and a legislative change for commercial building design standards for entrances to the highway. Brief additional discussion ensued.

C.A. Daykin reviewed that at the previous City Council meeting on February 20, 2018, the annual evaluation of the City Administrator position was completed. He discussed that typically the Council would meet in closed session to discuss any kind of salary changes, though noted they were advised at that time that it may not be appropriate to have that kind of conversation in executive session. C.A. Daykin inquired as to whether Council would like to have that conversation as a full City Council or as a Committee reporting back to the Council. C. Crawford pointed out that potential changes to the Fire Chief's salary would also impact the salary of the City Administrator; the City Administrator's salary should reflect proportionately. C.A. Daykin offered a detailed explanation and indicated that the Fire Chief's salary is really not a direct tie of the City Administrator's salary versus the salary matrix itself; the City Administrator is not on the matrix. C.A. Watts reviewed that discussions pertaining to salary should not occur during Executive Session. He explained that it is not unusual to have a Subcommittee review salary issues and bring back a recommendation to the City Council. C.A. Daykin expressed his interest in addressing the group responsible for making the recommendations; he is nearing retirement. C.A. Watts stressed the importance of recruiting for the City Administrator position in advance of the need and shared that jurisdictions have had difficulty in finding qualified candidates for City Managers. Discussion ensued.

C. Along suggested moving forward with evaluation of the City Administrator's salary initially, followed by a full evaluation of City Staff salaries. The consensus of Council was to discuss the City Administrator's salary at the next City Council meeting in open session.

C. Crawford inquired as to whether any information is yet available with regard to increases in property values. C.A. Daykin informed that he did a forecast for property taxes which was based on his understanding of where things will stand with Urban Renewal and how that impacts property taxes. He informed that he is anticipating an approximate 2% increase in the FY 2018-19 levy for the City, and about \$38,000 in revenue for the Urban Renewal District.

## Public Comment

None.

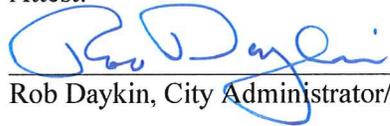
The meeting was adjourned at 8:28 P.M.



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David Russ, Mayor

Attest:



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Rob Daykin, City Administrator/Recorder