

**CITY COUNCIL MEETING
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April 21, 2020**

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City of Dundee
City Council Meeting Minutes
April 21, 2020

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 Tim Weaver, Storr Nelson, Jeannette Adlong, Kristen Svicarvoich, Ted Crawford and Patrick Kelly. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Melissa Lemen, Administrative Assistant; Amy Hanifan, Interim Fire Chief; and Chuck Simpson, Public Works Supervisor.

Public Attendance

Public Attendance via Zoom: Tal & Lisa Munson, 441 Dogwood Drive.

Agenda Changes

Old Business Item 5.2 Budget Committee Appointment, was added to the meeting agenda. Also, Mayor Russ requested that Old Business Item 5.3 Corona Virus Update – Interim Fire Chief Amy Hanifan, be added to the meeting agenda.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, March 17, 2020, Item 4.2 Financial Report Ending March 31, 2020, and Item 4.3 Public Works Quarterly Report. **The motion** passed unanimously.

Old Business

Resolution No. 2020-03, State Parks Local Government Grant

C. Adlong inquired about the status of the grant application. C.A. Daykin discussed that though he has not completed the process at this time, his plan is to focus on the application next week. The grant deadline was noted to be May 1, 2020. C. Adlong volunteered to review or assist with the application, if needed. C. Crawford inquired about whether a street vacation will be required to which C.A. Daykin explained that the use of the street will be restricted for park purposes for a given period of time. C. Nelson inquired about whether the park boundary fence (privacy fence) is a property line. C.A. Daykin explained that the intent of that is to allow the continued use of the private driveway exiting to Dogwood from the north residence through the Third Street right-of-way; the boundaries of the restricted area would include only where the park improvements are shown but would not include the private driveway. C. Nelson inquired as to whether the driveway is a legal private driveway to which C.A. Daykin explained that the property owner likely had authorization from the City at that time; Third Street wasn't developed, and this was the most convenient way for them to access Dogwood Drive from their garage. C. Adlong explained that a fence is needed in this area because it creates a boundary that separates the gravel driveway; the City portion of the path will be located on the same elevation. C. Nelson explained that he is in agreement that the fence needs to be there; he requested clarification about whether

the City is allowing the property owner continued use and designing around it, or whether it was their property and the City was abutting up next to it. C. Adlong explained that the property owner has been using the right-of-way and have been using more than just that portion of the right-of-way and extending out past where the boundary line is; the berm has been built up and the property owner has been using the built up portion. **A motion** was made and seconded to pass Resolution No. 2020-03, a resolution authorizing the City of Dundee to apply for a local government grant from the Oregon Parks and Recreation Department for development of the Third Street Path & View Park. **The motion was amended** to add: and delegating authority to the City Administrator to sign the application. **The amended motion** passed unanimously.

Tal Munson introduced himself and inquired about when the design aspects of the park will be discussed. M. Russ explained that discussion of that nature will begin once the grant is received.

Budget Committee Appointment

A motion was made and seconded to appoint Marcus Harris to the Budget Committee, with a term ending December 31, 2020. **The motion** passed unanimously.

Corona Virus Update – Interim Fire Chief Amy Hanifan

Amy Hanifan, Interim Fire Chief, addressed the Council. She discussed that things have been fairly calm for Dundee Fire since the start of the Covid-19 pandemic. She explained that Department call volume has decreased approximately 30-35% in comparison to the winter months. Chief Hanifan explained that this decrease is not out of proportion to what fire service both locally and across certain parts of the nation are seeing as people are being very cautious about calling. She discussed that some of their responses have warranted the use of increased Personal Protective Equipment (PPE) though there have been no known exposures and their staff and members have remained healthy throughout this time. Chief Hanifan discussed that the Department has implemented social distancing measures for both station life and training. Discussion ensued. Chief Hanifan discussed that they have had very good relationships with both the County Emergency Manager and Public Health. She explained that there are weekly check-ins with Public Health and the County Emergency Manager has placed each organization in the County on a schedule of reporting PPE use every third day. Chief Hanifan informed that the Department has had a couple of opportunities to receive PPE from the State through the County. She voiced hope that things will continue at the current pace.

C. Crawford inquired about whether the Department has seen any issues with local gatherings or parties to which she indicated that she has not, though this was noted to be likely more of a law enforcement response issue.

New Business

WWTP Pump Repair Quote

C. Crawford inquired as to whether the WWTP has had any recent issues with flushable wipes as this has become an issue for the City of Newberg. C.A. Daykin discussed that flushable wipes those are not good for the system though he is unaware of any recent extraordinary activity. He explained that though they are advertised to be flushable, they should not be flushed and are problematic for the system and may create more maintenance for the crew. C. Weaver discussed that the City of Newberg has provided information to discourage the use of flushable wipes via portable reader boards and suggested that adding similar information to the fire department reader board could be helpful. C. Nelson and C. Adlong voiced support of this as well. C. Daykin suggested that this information could also be provided in the next quarterly newsletter and combined with some other issues that could be raised with regard to wastewater treatment. He indicated that he will also check with Operator Jared Nunley at the WWTP as well. **A motion**

was made and seconded to approve the low flow pump repair work through Flyght Products in the amount of \$6242.00; if additional damage is identified a new estimate will need to be provided for the change order. **The motion** passed unanimously.

Sewer Manhole Repairs Quote

C. Kelly asked for clarification about whether the area surrounding the manhole or the manhole itself is needs to be replaced. C.A. Daykin explained that the manholes will be resealed during this process. C. Nelson offered a detailed description of the typical process to address leakage points in manholes. C. Crawford pointed out that rainwater entering the system through the manholes has been an issue in the City. C. Weaver pointed out that this repair work is a cost-effective solution to the problem. **A motion** was made and seconded to approve the manhole repair work for manholes 9, 10, 39, 235, 316 and 318 through Underground Tech at a price not to exceed \$8,000. **The motion** passed unanimously.

Water System Development Charge Established

A motion was made and seconded to authorize the establishment of a Water SDC for a 3/4 -inch meter in the amount of \$7,937. C. Nelson inquired as to whether the 3/4-inch size is becoming more common to which C.A. Daykin explained that he discussed this with public works staff who indicated that though they have none in the system right now it is not an issue for them. C.A. Daykin offered that in this particular case, the meter is located in a subdivision that has a teed service with two different lots; one of the houses on the lot is being converted to a group home and is required to have a fire suppression system. The flow of water needs to be increased to serve that need and the only alternate process would be to place a 1-inch meter and incur those additional costs. C.A. Daykin explained that the 3/4-inch meter can be accommodated by the existing service line that serves the two properties. M. Russ voiced his opinion that the 3/4-inch size is fairly common in residential areas. **The motion** passed unanimously.

City Administrator Salary

M. Russ inquired about whether the City Administrator has already completed the previously authorized step process. C.A. Daykin explained that there are no steps for the City Manager/City Administrator position; it is a negotiated contract with the City. C. Adlong recalled that Council established a two-year plan in 2018; a new plan is needed for 2020. C. Crawford voiced support of the requested terms given C.A. Daykin's years of experience and comparable salaries with other City Administrator's who have similar experience in comparative size cities. C. Nelson and C. Weaver voiced support as well. C. Adlong voiced agreement with the salary amount as well as the vacation leave requested, which she noted is comparable to what long-term Federal government employees would receive. It was noted that the position of City Administrator does not earn comp time, though some agencies do provide a benefit called admin time, as shown on the graph on page 59. Discussion ensued and C.A. Daykin shared his belief that admin time is not necessary for the position. The consensus of Council was to authorize C.A. Daykin to move forward with preparation of an amendment to the employment agreement for Council's consideration at a future meeting.

C. Svcarovich inquired about whether C.A. Daykin is still on track with his projected retirement plan, and how these changes work with setting aside funds/resources for hiring a new City Administrator at some point. C.A. Daykin discussed that he did reach out to several different firms which complete this type of recruitment work. He explained that he does have some money in the budget for this though he is not sure it will be spent in the coming fiscal year budget or whether it will serve as a placeholder until needed. He explained that the process of hiring a new City Administrator/City Manager typically takes 5-6 months from start to finish; 3 months for the recruitment process and then allowing enough time for a person to accept the position and make arrangements to relocate. Discussion ensued.

Council Concerns and Committee Reports

C. Nelson discussed a letter received from Jody and Michelle Kropf regarding a soft request for some monies off of local water bills in exchange for spending money at local restaurants. It was noted that the Cities of Newberg and McMinnville have been offering similar programs, though these larger cities were noted to be better equipped at dealing with that financially than Dundee. Lengthy discussion ensued regarding the pros and cons of these types of programs, as well as additional discussion about programs offered in other cities in the county. C. Crawford pointed out that it appears that only a few restaurants are open right now in Dundee, all of which appear to be offering takeout. Discussion ensued.

M. Russ pointed out that it appears that our area is on the downhill side of things. C. Crawford discussed that he heard on recent news that Phase 1 of reopening of restaurants (with limited seating) would potentially begin at the end of May (if Covid-19 cases drop for two weeks), with Phase 2 beginning the first or second week of June, and groups of 50 or more beginning two weeks after that. He pointed out that would mean it would be late June before things returned to close to normal in our area.

M. Russ inquired about whether the budget for water utility could stand up to a program similar to what other cities are offering. C.A. Daykin discussed that both water and sewer budgets are tight with ongoing projects, and that Dundee can ill afford to use system money for non-system purposes at this point in time. C.A. Daykin discussed that his greatest concern are the families who have lost their jobs and are struggling to pay their water bills and pointed out that the list of delinquent utility customers is about three times as long as normal.

The consensus of Council was to continue the policy of not shutting off services to those with past due accounts for the month of April. The importance of establishing payment plans for these accounts was discussed at length. C. Crawford discussed some of the details of the stimulus package being provided to many.

Conversation ensued regarding the economic impacts to some of Dundee's local businesses. C. Crawford discussed the relationships of the businesses within the tourism industry, and the importance of the tasting rooms being open in order for tourism to begin to thrive again in Dundee. C. Kelly discussed in detail some of the impacts to the local wine bottling industry as well as discussed social distancing and safety precautions being taken. C. Weaver voiced appreciation of hearing some updates regarding local businesses.

C. Svicarovich discussed that while she believes it is great that the City of Newberg is offering such a program, the City has also let go of some its employees. She pointed out the importance of having a good understanding of how potential programs would affect the overall budget. C. Svicarovich inquired about what the anticipated impacts are to the budget as a whole given the recent changes in the economy. C.A. Daykin discussed that there will likely be an impact to the gas tax, though he has not factored in a decrease as he is unsure of the impact. C. Svicarovich discussed some of the impacts reflected in budget documents at the City of Newberg. She voiced support of checking into what other local cities are projecting as upcoming shortfalls and discussed the importance of trying to build these shortfalls into the upcoming budget. Discussion ensued. C.A. Daykin explained that Dundee does not depend nearly as much as other cities on the transient room tax for general operations. With regard to the gas tax, Dundee would still be able to undergo the operational expense but just may not have as much money to set aside for larger projects for future. C. Adlong inquired about State shared revenues which C.A. Daykin pointed out is a relatively small portion of the overall revenue in the general fund. Additional detailed discussion ensued. C.A. Daykin offered that budgetary concerns can be addressed in more detail during the budget process. C. Crawford inquired about whether the restaurants being closed is

impacting the sewer overage charges for the budget. C.A. Daykin affirmed that this would impact the system revenues though pointed out that the wineries are much bigger customers than the restaurants.

C. Weaver voiced appreciation of the report received from Amy Hanifan, Interim Fire Chief. He pointed out the value in receiving the information. C. Weaver also voiced appreciation of receiving the reports from Public Works provided by Chuck Simpson. With regard to the previously discussed flushable wipes concern, Simpson discussed that they have noticed an increase in the prescreening waste at the plant from 2 garbage cans weekly to now 4 cans weekly. Council voiced support of posting a message about flushable wipes on the Fire Department reader board.

C. Crawford inquired about how many meters were repaired, a detail not reflected on the PW Quarterly Report. Simpson explained that approximately 20-30 meters were repaired. Simpson explained that some of the meters were reading incorrectly while some were not reading at all.

Mayor's Report

M. Russ acknowledged that the City's first electronic Zoom meeting has gone well tonight. He voiced support of the next meeting also being held in the same fashion, including receiving updated information about events in the City and County as was provided this evening.

City Administrator's Report

C.A. Daykin discussed that the next City Council meeting is scheduled to be held on May 5, 2020. He explained that at this time he only has one or two items for the meeting agenda. The consensus of the Council was move forward with the May 5th meeting as a regular Council meeting.

C.A. Daykin discussed that Newberg-Dundee Police Chief Brian Casey shared with him that this week will be his final week as he is retiring. He discussed that Chief Casey voiced that he appreciated serving the City of Dundee in his capacity as Police Chief. C. Weaver explained that Jeff Kosmicki will serve as the interim Chief.

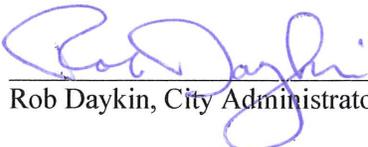
C.A. Daykin discussed that the May Planning Commission meeting was canceled, though an application will be coming forward for the cell tower conditional use which will be heard at the June 17, 2020 meeting. He pointed out that there is still one vacancy on the Planning Commission and an application was received. He provided a visual copy of a map reflective of where the present Planning Commissioners reside in Dundee, all of which 5 members are located on the northern side of town with no representation from the east side of Highway 99W. The consensus of Council was to hold the Planning Commissioner vacancy open until the May 19, 2020 City Council meeting.

The meeting was adjourned at 7:58 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder