

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
June 2, 2020**

Call to Order2
Council and Staff Attendance2
Public Attendance2
Agenda Changes2
Public Hearing: Budget for Fiscal Year 2020-20212
Public Comment2
Consent Agenda2
Old Business3
 Resolution No. 2020-04, Water Rates3
 Resolution No. 2020-05, Sewer Rates3
 Declaration of Emergency3
New Business3
 Resolution No. 2020-06, State Shared Revenues3
 Resolution No. 2020-07, Municipal Services Certification4
 Resolution No. 2020-08, Salary Schedule4
 2021 SCA Grant Program4
Council Concerns and Committee Reports5
Mayor’s Report6
City Administrator’s Report6

**City of Dundee
City Council Meeting Minutes
June 2, 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 (7:05 P.M.), Storr Nelson, Kristen Svicarovich, Ted Crawford (7:30 P.M.) and Patrick Kelly. Absent: Councilor Jeannette Adlong. Staff Attendance via Zoom: Rob Daykin, City Administrator; Bill Monahan, City Attorney; Amy Hanifan, Interim Fire Chief; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

None.

Agenda Changes

None.

Public Hearing: Budget for Fiscal Year 2020-2021

Mayor Russ called the hearing to order at 7:01 P.M. to consider the budget for the fiscal year 2020-2021.

Staff Report:

C.A. Daykin explained that the budget presented represents the budget which was approved by the Budget Committee with the changes made to the State Shared Revenue Fund.

Public Testimony:

None.

Additional Staff Comments:

None.

Questions from the Council:

None.

Mayor Russ closed the hearing at 7:02 P.M.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, May 19, 2020. **The motion** passed unanimously.

Old Business

Resolution No. 2020-04, Water Rates

C.A. Daykin explained that the resolution is based on information provided at the City Council meeting on May 19, 2020, when the proposed rate adjustment was discussed. A **motion** was made and seconded to pass Resolution No. 2020-04, a resolution setting water consumption rates and associated charges and repealing Resolution No. 2019-02. C.A. Daykin offered clarification that a new rate category was added for the 3/4-inch size meter on page 17 of the meeting agenda packet. **The motion** passed unanimously.

Resolution No. 2020-05, Sewer Rates

C.A. Daykin explained that the resolution is based on information provided at the City Council meeting on May 19, 2020, when the proposed rate adjustment was discussed. A **motion** was made and seconded to pass Resolution 2020-05, a resolution setting sewer rates and repealing Resolution No. 2019-3. **The motion** passed unanimously.

Declaration of Emergency

C.A. Daykin reviewed that a request was received at the last City Council meeting to review this topic at tonight's meeting. He informed that Attorney Bill Monahan is present at the meeting tonight to discuss the procedure for termination, as well as answer any questions about what other cities are doing. C. Atty Monahan explained that since the Declaration of Emergency was adopted by resolution, the proper way to conclude the State of Emergency is similarly by adopting another resolution. He shared an example of how this is being handled in another jurisdiction and also offered that upon reading Dundee's resolution, he does not identify any reason why retaining the State of Emergency would have a negative impact or pose a problem. C. Weaver inquired about whether it is known at this time what is occurring at the County level to which C.A. Daykin indicated that he does not. C.A. Daykin indicated that Newberg and McMinnville are continuing with their State of Emergency presently, though also do have a more concerted effort in dealing with the COVID-19 virus in terms of specific activities which are reimbursable; Dundee presently does not. Interim Fire Chief Amy Hanifan explained that the larger cities do have several departments which have been impacted by COVID-19 and rely upon Federal financial resources, though Dundee hasn't necessarily seen that to be the case here. She discussed that Dundee has been able to sustain fairly well with PPE and has worked with County Emergency Management as well. While their call volume has begun to pick up again, at this time Chief Hanifan explained that it's still not to a degree that is requiring the amount of PPE where they might be more concerned about keeping it in place. C. Crawford discussed that it would be concerning if some of their EMS were exposed and had to be quarantined; this could cause financial hardship. M. Russ voiced support of keeping the Declaration of Emergency in place for the time being, especially given the current rioting in larger cities which he indicated could have the potential to move out to the suburbs. M. Russ discussed that the League of Oregon Cities sent out an email asking if he wanted to sign on a letter to the Governor requesting that she distribute CARES Act money to Oregon cities, which he indicated that he will sign. The consensus of Council was to keep the State of Emergency in effect for the time being. M. Russ requested that the topic be discussed monthly moving forward.

New Business

Resolution No. 2020-06, State Shared Revenues

A **motion** was made and seconded to pass Resolution No. 2020-06, a resolution declaring the City's election to receive State Revenues. **The motion** passed unanimously.

Resolution No. 2020-07, Municipal Services Certification

A **motion** was made and seconded to pass Resolution No. 2020-07, a resolution certifying the Municipal Services provided by the City of Dundee. **The motion** passed unanimously.

Resolution No. 2020-08, Salary Schedule

A **motion** was made and seconded to pass Resolution No. 2020-08, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for fiscal year 2020-21. C. Crawford inquired about whether these are the same contributions as last year to which C.A. Daykin confirmed; the amount has remained the same for at least the past six years. **The motion** passed unanimously.

2021 SCA Grant Program

C.A. Daykin noted that C.E. Reid is in attendance at the meeting tonight. He voiced that it is his hope that following discussion tonight that Council would have a preferred project choice; this would allow City Staff to provide a more detailed construction cost estimate and bring that information back to the first Council meeting in July for final review prior to application submission. Additionally, C.A. Daykin explained that most of the project candidates, if not all, would have to involve additional resources to actually complete the work.

Alder Street: It was noted that the three properties abutting the lower part of the proposed Alder Street SCA project each had street construction deferral agreements with the City as a result of prior land divisions. M. Russ pointed out that Alder Street is going to be a main thoroughfare to getting around the upcoming Highway 99W construction project; performing work in this area during that time would not likely be a good idea.

Myrtle Street: C.A. Daykin discussed that a decision could be made to defer the sidewalk at this time, and wait until there is a greater project for the entire two blocks of Myrtle Street from the 11th Street all of the way to Niederberger Road. He explained that the City is obligated to rebuild the ADA ramps at the intersection of 13th Street & Myrtle Street as well as the ADA ramps towards Niederberger when the paving work is completed. C.E. Reid discussed that if the City is touching the ADA ramps and there are some ADA issues along the sidewalks, it is his belief that the ADA issues along the sidewalks should also be addressed. Discussion ensued and C.E. Reid voiced his opinion that, if selected, completing this project in its entirety would eliminate the need to go back and complete patch work on the project on an ongoing basis. It was noted that there is an issue on the sidewalk between 13th Street and 11th Street that has lifted the sidewalk, curb and portions of the street in this area. C.E. Reid noted that there are also sections of the Myrtle Street section where the sidewalk panels have been lifted by old trees that have been removed over the years, though the curb does not have vertical displacement. Discussion ensued about the conditions present in this area. C. Nelson offered clarification that he doesn't recall there being substantial base failure on Myrtle Street; the asphalt is old and fractured but he didn't recall seeing a lot of rutting, an indication that the base needs reconstructed. Discussion ensued.

Seventh Street: C. Nelson voiced support that this area needs improvement given the level of activity; it is the core of the City of Dundee. He discussed that though it would be difficult to perform an improvement in this area given the amount of activity, it would be the most beneficial project in his opinion. C. Svicarovich voiced support of this project as well though voiced that her biggest concern would be how quickly the work could be completed as well as the inevitable parking challenges which would be presented during that time. She pointed out that with the recent business closures due to COVID-19, and the impacts that this project would also have, she is somewhat hesitant to recommend completing this project in the immediate future. C. Crawford inquired about when the project work would begin to which C.A. Daykin indicated that it would be included in the 2021 season. He explained that the expectation would be that if the grant were

awarded, that the City would be able to enter into an agreement sometime in late Oct.-Nov. of 2020; once that is executed, then City Staff could proceed with design. Discussion ensued regarding concerns about the potential timeline for the upcoming Highway project in 2021 as well. Concern was expressed about two projects impacting area businesses within the same year, though this could also potentially be seen as a benefit in that all work would be completed in one season.

C.A. Daykin expressed concern about the Seventh Street and Third Street projects as well; the potential of having two contractors in close vicinity of the work area (the ODOT contractor and the City's contractor) could also be detrimental to the City.

C. Svicarovich suggested that if Seventh Street is determined to be the project of choice, she recommended initiating discussions with ODOT early on; they may want to add some stipulations as far as timing of their work along Highway 99W so that it's in coordination with the Seventh Street Project. Discussion ensued regarding the potential complexities of contractors working close together. C. E. Reid pointed out that the City will likely receive less competitive bid pricing if Council proposes the Third Street or Seventh Street projects. He explained that if the project were to be completed at the same time that ODOT is completing the highway project, it's a given that there would likely be a window of time when the work would need to be completed; providing a larger window to contractors usually produces more competitive bids. C.E. Reid discussed that he would need to inform ODOT very soon if either of these projects were proposed. Detailed discussion ensued. C. Svicarovich inquired about whether there would be any possibility of approaching ODOT about them including this work under their contract so that only one contractor would be involved to complete both projects. C.A. Daykin pointed out that grant has not yet been received. C.E. Reid discussed that at this point the ODOT project manager is really pushing to get this project completed and are at final design stage at this time; approaching them about this type of request would really be off the table at this point. C.E. Reid noted that the Alder Street or Myrtle Street projects would be the least impacted by the Highway 99W work. Discussion ensued.

C. Nelson voiced support of the Myrtle Street project following discussion of the different projects. C. Svicarovich voiced her support as well, especially given the planned construction on the highway next summer. The consensus of Council was to select the Myrtle Street project as the best candidate for the 2021 SCA Grant Program. C.A. Daykin inquired about how Council felt about resurfacing the existing asphalt surface on Thirteenth Street, though along half of that block (where there are two houses fronting the street) the street is now just gravel. He inquired about whether Council felt that this would be a good time to have the gravel removed and build an asphalt street to the intersection of Alder Street, or wait until Alder is put through and pick it up at that time. M. Russ suggested that if it fits the budget of the grant, he will support eliminating that gravel street. C.A. Daykin indicated that City Staff will look at the possibility and follow up with some cost estimates for the Myrtle Street project at the first meeting in July, inclusive of sidewalks as well.

Council Concerns and Committee Reports

C. Crawford discussed that the first Zoom teleconferencing Tourism Committee meeting was held recently. He discussed that it was an interesting meeting in terms of getting the pulse on what is going on with the tourism industry and how the wineries are phasing their reopenings. He discussed that the Inn At Red Hills has been rebranded as The Dundee – a Trace Hotel. C. Crawford explained that Babica Hen restaurant is still closed and C. Svicarovich explained that she saw a social media post indicating that the owners had decided to close their Dundee location. C. Crawford discussed that the hotel is still renting out some rooms though things are starting to pick up. It was noted that business at some of the local restaurants has been picking up and that

the tasting rooms are beginning to open up now. C. Crawford noted that wineries have continued to sell wine.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed with Council the email that he sent out earlier regarding updated information pertaining to the Fox Farm Resort Project. He discussed that the property owner, Saj Jivanjee, has changed the project to where he is eliminating all of the RV sites and adding clusters of small bungalows with 3-4 units each. C.A. Daykin discussed that Jivanjee is going through a new site design review application process at the County for this change in the project. With regard to City water, C.A. Daykin explained that Jivanjee decided that he's not going to be requesting water for the bungalow property and will just need it for the retail use (which already has a meter); he is not asking for expansion but is actually reducing the amount of water that he'll be obtaining from the City.

C.A. Daykin discussed that PERS announced last week that due to the amount of interested communities on the Side Account Incentive Program that they will be extending the due date from August 31, 2020 to December 31, 2020 for those cities that may want to have more time to consider whether they want to participate or not. He asked for Council to confirm their commitment to moving forward as previously discussed. C.A. Daykin explained that if Council is ready to proceed, he will need to proceed with getting the actuarial study completed for the money being contributed to see what kind of offset rate that would be received for this program. This process will take approximately 30 days to accomplish. He discussed that at this point he would plan to start the process on August 1; once he receives the offset rate, he could then report back to Council in July in case there were changes needing to be made. There is a \$1000 fee regardless of the outcome, which is paid up front. M. Russ inquired about whether the City can alter their participation level to which C.A. Daykin affirmed. M. Russ voiced support of reviewing the information one more time before proceeding and committing entirely. C.A. Daykin discussed that one of the options provided with the actuarial review is to take a look at the information based on different alterations, though there is an additional \$250 fee for each alteration (whether timing or dollar amount). He offered that he could request a review of both the original proposal and an alternate proposal as well. Discussion ensued and C.A. Daykin described the process moving forward. The consensus of Council is to move forward gathering two alternate proposals of \$300,000 and \$400,000.

C.A. Daykin inquired about City Council meetings moving forward and if Council would like to continue utilizing the Zoom teleconferencing method of conducting meetings. M. Russ voiced support of the teleconferencing meetings, though indicated that he does believe the technology involved with the Zoom meeting platform reduces potential participation by the public; it is easier to walk into a meeting. C. Nelson voiced that while the community is still in Phase 1 reopening he feels that the Zoom method of conducting the City Council meetings is appropriate; once things advance to Phase 2 consideration could be given to meeting in person for a regular meeting. Discussion ensued and the consensus of Council is to plan for a Zoom teleconference meeting on June 16, 2020. C.A. Daykin discussed that on June 16, 2020 there will also be a hearing for the Urban Renewal Agency. C. Svicarovich discussed that it sounds like the school bond will be moving forward for the upcoming November election. She explained that she heard from someone in attendance at the school facilities committee meeting last night that there was a proposal for a new school location on Niederberger Road on the hillside of the bypass. C.A. Daykin noted that he is not familiar with that information. Discussion ensued and the consensus

of Council is to move forward with scheduling the Urban Renewal Agency meeting for 6:45 P.M., just prior to the 7:00 P.M. City Council meeting on June 16, 2020.

C.A. Daykin discussed that Melody Osborne, Utility Billing Clerk, has been working with some of the accounts which are more than one month in delinquency. He explained that she has sent out letters to set up a scheduled repayment of the past due balances. C.A. Daykin discussed that in the recent billing process information was added stating that a future date could be a potential shut-off date if the account is not paid. No fees were charged though normally a \$2.00 fee would be assessed. M. Russ requested a follow up report on the utility billing customers who have been delinquent and those who have paid.

C.A. Daykin discussed that he met with Michel Ponzi regarding the fence placement on his property at 7th Street. He explained that they had a good discussion about it. He discussed that Mr. Ponzi had thought that he had placed the fence in a different location than what he thought he did; in order to comply with the Code he's indicated that he's going to cut the fence down to 4 feet for the first fifteen feet away from the Seventh Street property per Code, and he's also going to plant a site obscuring hedge between the fence and the street. C.A. Daykin discussed that he raised the path issue again with Mr. Ponzi, though he still has the position that he's uncertain of what he wants to do with the property and so is really reluctant to reopen the path until he has made that determination. C.A. Daykin discussed that as far as arrangements that the City has had with regard to the path, it was his understanding that the City has had a verbal commitment with Stu Lindquist, one of the larger property owners who has the path going through his property. City crews have been mowing that lot on the basis that this was the agreement to allow people to cross his property. C.A. Daykin asked Council their opinion on whether they felt property owners should now be responsible for mowing their own property which they voiced support of. C.A. Daykin also indicated that he spoke with Mr. Ponzi about the possibility of working with all of the nearby property owners about the possibility of working with the City on some sort of a joint project or community project for a parking/restroom plaza area; he indicated that he's open to discussing the idea. C. Crawford noted that he had a brief conversation with Jody at Red Hills Market who also may potentially be interested in discussions about a shared parking facility.

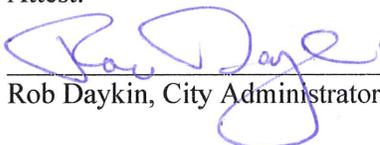
C.A. Daykin discussed the possibility of forming a Local Improvement District (LID) for a sidewalk improvement on Seventh Street to fill in the gaps to reconnect from the Highway all of the way up to the existing sidewalks. He discussed that there are a number of different challenges, including the need for additional acquisition and significant obstructions in the way, but offered that Staff can continue working on that if Council feels that is something they would like to consider. Recently Staff has had a full schedule working on more pressing projects though will soon have some time to revisit that project if indicated. C. Svicarovich voiced interest in that project and also discussed that there is a gap in the sidewalk on Alder right at the intersection of Fifth Street; the homeowner had indicated that they were going to put in a sidewalk at one time though that hasn't happened. She voiced interest looking into this sidewalk issue in this location as well. M. Russ acknowledged that the property owner did complete some work and planted grass, though the sidewalk was not completed.

The meeting was adjourned at 8:02 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder