

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
December 3, 2019**

Call to Order2
Council and Staff Attendance2
Public Attendance2
Agenda Changes2
Public Comment.....2
Presentation: Ryan Pasquarella, CPA – Annual Audit2
Consent Agenda.....3
Old Business3
 2020 SCA Grant Agreement.....3
New Business3
 US Bank Purchase Card Application3
 Cooperative Purchasing Agreement/Fire Equipment Quote3
Council Concerns and Committee Reports.....4
Mayor’s Report.....4
City Administrator’s Report4
Public Comment.....5
Executive Session5

**City of Dundee
City Council Meeting Minutes
December 3, 2019**

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 Tim Weaver; Councilors Ted Crawford, Jeannette Adlong, Storr Nelson and Patrick Kelly. Absent: Kristen Svicarovich. Staff members: Rob Daykin, City Administrator; Melissa Lemen, Administrative Assistant; and John Stock, Fire Chief.

Public Attendance

Ryan Pasquarella, CPA, Grove, Mueller & Swank, P.C.; Ryan Hess.

Agenda Changes

Agenda item 8.2 Cooperative Purchasing Agreement/Fire Equipment Quote was added to New Business.

Public Comment

None.

Presentation: Ryan Pasquarella, CPA – Annual Audit

Ryan Pasquarella, CPA, approached Council and introduced himself. Audit materials were noted to be contained in the meeting agenda packet as well as an additional handout provided to Council at the meeting. Pasquarella discussed the annual audit process. He reviewed details contained in the Management Discussion and Analysis beginning on page 4 of the Annual Financial Report. On page 14, Pasquarella explained that as a result of communications from the Oregon Division of Audits, there were consolidation of data changes made to the business funds for the City; the data for the six proprietary business funds were consolidated into three for reporting purposes. Additionally, he explained that this does not change in any way the budgeting process or the funds themselves; the detailed information is still contained later in the report.

C. Nelson inquired about why Street Operation and Street CIP not included on the report to which Pasquarella explained that what is shown on the front schedules are the “major funds,” the funds which have the most activity in them during the year based on a formula; the Street Fund didn’t have enough revenue or expense in it to make it qualify as a major fund and is a component of the “other governmental funds” portion of the table on page 13 (with information provided in the supplemental information as well). M. Russ inquired about whether Street could be added to the list of proprietary funds provided on the report to which Pasquarella noted the Street and Street CIP Funds are governmental fund types and confirmed that any fund could be requested to be treated as a major fund, however, the auditor is required to do more work on major funds (than the non-major funds) and would impact costs. He pointed out that the Street Fund information is still available within the report provided on page 31-32. Additional discussion ensued and questions addressed.

Pasquarella discussed the footnote on pages 24-25, and pointed out that one of the new rules for reporting this year was to show more detail in the long-term debt footnote; more narrative is

included than in previous years due to the need to provide more information about any type of collateral that's put up against loans, and if there is any specific default terms within the loans that must also be disclosed. Also, on pages 31-31, Pasquarella pointed out that the Urban Renewal Agency is showing as a fund within the governmental activity now and will also be reflected in the City financial statements as well. He explained that if the level of activity increases, it may reach the level of a major fund, and otherwise would be consolidated in with the rest of the City activities. Pasquarella also explained that the URA does have its own reporting requirements which C.A. Daykin manages on his own; if expenditures rise to over \$150,000, then a review will need to be completed. Discussion ensued.

Pasquarella reviewed in detail the supplemental handout provided, inclusive of a variety of graphs and additional analysis information. Brief conversation ensued.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, November 19, 2019 and Item 6.2 2020 Meeting Calendar. **The motion** passed unanimously.

Old Business

2020 SCA Grant Agreement

ODOT awarded the \$100,000 Special City Allotment grant to Dundee for the paving of Red Hills Drive and related storm water improvements. A **motion** was made and seconded to authorize the city administrator to execute the 2020 SCA grant agreement with ODOT. **The motion** passed unanimously.

New Business

US Bank Purchase Card Application

Mayor Russ discussed the importance of keeping the cards secure to which C.A. Daykin confirmed is standard procedure. C.A. Daykin briefly discussed that the City has a checking account at U.S. Bank as well as refinanced an IFA loan through them; they have been easy to work with. Additionally, he reviewed some of the desirable features of the cards including that the City can set specific limits on specific cards, including for a temporary period of time, and there is also the opportunity for the City to earn bonus reward points as well. C. Crawford discussed that likely the City could request points or a cash back option. C.A. Daykin explained that the intent of Staff is to use any cash earnings that are credited against the actual invoice to constantly consume it against the payment. A **motion** was made and seconded to authorize the city administrator to sign the agreement with U.S. Bank for issuance of a commercial line credit card with the political subdivision addendum to the City of Dundee. **The motion** passed unanimously.

Cooperative Purchasing Agreement/Fire Equipment Quote

C.A. Daykin provided Council and Fire Chief John Stock with a copy of the agenda report and accompanying materials. Chief Stock discussed that the Department did receive some donations and has also received a grant through Spirit Mountain Casino for \$19,250.00 to help with this project. He explained that their current extrication equipment cuts at 152,000 pounds; a couple of months ago the Department was unable to cut through a new Chevrolet Suburban involved in a crash. Chief Stock pointed out that switching from hydraulic to battery operated equipment will increase cutting capability to 300,000 pounds of force. C. Nelson inquired about how long the battery is anticipated to last to which Chief Stock explained that it's a two-hour battery; the Department has also requested a 110 volt power supply. Chief Stock indicated that they talked to

six other agencies in Oregon who did switch to batteries as well; no one has run into a battery going dead during an extrication, and no one has had to back up to the 110 power supply. C. Weaver inquired about what the expected lifespan of the battery is anticipated to be which Chief Stock confirmed to be approximately five years, with a replacement cost of \$650. Brief discussion ensued and Chief Stock clarified that each apparatus will have its own 110 power supply as well. He discussed that the Department applied for the grant in the summer and will be going down this week or next for the check presentation. C.A. Daykin reviewed information contained in his agenda report with regard to the requirement of the City becoming a participating agency of the Public Procurement Authority (PPA) by signing a Participating Agency Endorsement Authorization. C.A. Daykin added that the PPA is disbanding this year; the League of Oregon Cities will be taking over for them of which the City is already a member. **A motion** was made and seconded to authorize the city administrator to sign the Participating Agency Endorsement and Authorization with the Public Procurement Authority and to accept the quote from L.N. Curtis for the purchase of extrication equipment in the amount of \$35,323.03. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Weaver requested an update of the Kincaid Fire. Chief Stock briefly discussed their operation and that California was quick to request assistance from Oregon; Yamhill County was the third county they called and was the only to send two teams.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that the City did receive confirmation on Monday that the City's side account application was approved for the PERS EIF Account. He briefly described the process and that he received confirmation later the same day, though they have not yet updated the information on how many agencies have requested funds thus far.

C.A. Daykin discussed that City Staff have been providing traffic control on the Highway for Int-R-Tek, the firm completing video scoping of the sewer laterals. Scoping began today and will continue for two more days. C.A. Daykin explained that they did come across some obstruction which caused some problem, potentially related to material that may have been in the pipe for a long time that may have come from an unknown location upstream a number of years back. He explained that this will likely be cleaned out at some later date; it is not really causing any problems right now other than they could not get the camera up to a certain point to complete the lateral inspection of one location, which will be approached differently.

C.A. Daykin discussed that the City Engineer plans to get three projects out to bid this month: the waterline project on Red Hills Drive, the Neiderberger Road ditch project as part of the SCA Amendment Grant, and also the City street lights. The goal is to bring back the bids to Council for award of those projects in January.

C.A. Daykin discussed that there is no urgent business for the City Council meeting on December 17, 2019. The consensus of Council was to cancel the meeting on December 17th and meet next on January 7, 2020.

C.A. Daykin discussed that the City did receive the an amendment to the original 2011 TE Grant Agreement, which modifies the grant amount remaining after the work that was done two years ago, and updates the City's obligations. C.A. Daykin explained that they still plan on going out to bid this next year. He pointed out that the dollar amount which they set for the City

commitment is now a fixed amount. The old Agreement had stated that the City was responsible for cost overruns for the Streetscape related work; ODOT will be 100% responsible for with the new Agreement.

C.A. Daykin announced that the playground area at Viewmont Park has been completed. He discussed that he has received some positive feedback from it. He explained that there are still a few minor touches to clean up that area and once it is determined whether there are remaining funds, consideration will be given to purchasing the authorized trees to complete the project (the next phase). C. Crawford clarified that the Early Bird Rotary group will be providing some funding for the park as well; he will notify C.A. Daykin and C. Adlong when the check is available. C. Adlong encouraged Council to visit Viewmont Greenway Park to see the improvements firsthand. She praised public works for their efforts on the finish work and their amazing job installing the playground equipment. C.A. Daykin explained that with all of the heavy equipment that was going in and out carrying very heavy playground pieces, some sections of the asphalt paved trail have cracked along the edges as well as some cracking on the upper trail. He discussed that the intent is to come back next spring to cut out and replace where the asphalt is cracked or potentially sealing the cracks somehow with some material.

Public Comment

None.

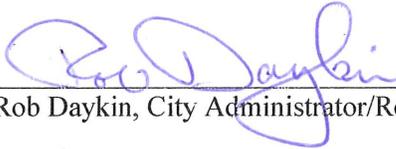
Executive Session

The City Council entered Executive Session at 7:45 P.M. in accordance with ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session ended at 8:30 P.M. and City Council did not reconvene.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder