

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
January 4, 2022**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes	2
Public Hearing: PMP No. 21-21, Alder Street Park Master Plan	2
Public Hearing: CPM/ZC No. 2021-20, City-Owned Properties Zone Change to Public	3
Public Comment.....	4
Consent Agenda.....	4
Old Business	4
City Administrator Employment Agreement Amendment	4
Ordinance No. 578-2022, Highway 99W LID Assessments.....	4
New Business	5
Outside Water Request	5
Street Light Request – 591 SW Alder Street	5
Planning Commission Appointments.....	5
Council Goals	5
Council Concerns and Committee Reports.....	5
Mayor’s Report.....	6
City Administrator’s Report	6
Public Comment.....	6

**City of Dundee
City Council Meeting Minutes
January 4, 2022**

Call to Order

Mayor David Russ called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Mayor David Russ; Councilors David Ford and Tim Weaver. Attendance Via Zoom: Councilors Storr Nelson, Jeannette Adlong, Ted Crawford and Patrick Kelly. Staff Attendance: Rob Daykin, City Administrator; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant. Attendance Via Zoom: Jim Jacks, City Planner.

Public Attendance

In Person: Robert & Melissa Moxley, 23155 NE Hagey Road.

Attendance Via Zoom: Kristen Svcarovich, 591 SW Alder Street.

Agenda Changes

None.

Public Hearing: PMP No. 21-21, Alder Street Park Master Plan

M. Russ called the hearing to order at 7:01 P.M. to consider a Park Master Plan for the Alder Street Park located on the west side of SW Alder Street, north of SW Niederberger Road, and south of SW 13th Street. File No. PMP 21-23.

Call for Declarations of Conflict or Bias by any members of this body: M. Russ stated that all Councilors have likely driven past the property.

Objections to jurisdiction by any members of this body: None.

Planner Jim Jacks read the required statements into record for a quasi-judicial public hearing.

Staff Report

Planner Jim Jacks read a summary of the Staff Report into record.

Public Testimony

None.

Deliberations

C. Adlong discussed that the Parks Advisory Committee agreed that it was appropriate to support this master plan. She explained that having a master plan in place will assist them in obtaining future grants, potentially making it easier to obtain the additional elements.

C. Adlong discussed her belief that the State Parks grant program is going to be fairly flush with funds this coming year (2022); there is interest in completing the next phase of the park project in a timely manner and this would likely be a good time for the City to apply for a grant. C. Adlong noted that initially the Parks Advisory Committee had desired the restroom facility to be located closer to Alder Street as that was too close to the well house; the restrooms were then changed to be located to the back of the park. She discussed that after contemplating that idea, she believes

that to be a better location for the restrooms; the restrooms won't be the first visual item at the park now, and they can also now be located under the tree canopy in the back. C. Adlong voiced that she is pleased that the architect applied their comments to the design in keeping to their theme of being in harmony with the environment as well as a Native American theme. Some of the unique details of the park plan were reviewed.

A motion was made and seconded to approve Dundee City Council Order No PMP 21-23, an order approving a Park Master Plan for the 0.91-acre SW Alder Street Park at 1440 SW Alder Street. C. Adlong noted that a new name for the park may be added to the next City Council meeting agenda. **The motion** passed unanimously.

The public hearing ended at 7:15 P.M.

Public Hearing: CPM/ZC No. 2021-20, City-Owned Properties Zone Change to Public

M. Russ called the hearing to order at 7:16 P.M. to consider the adoption of Comprehensive Map Amendments and Zone Changes relating to five city-owned properties. File No. CMA/ZC 21-20.

Call for Declarations of Conflict or Bias by any members of this body: M. Russ stated that Council members have all likely seen the properties in the community, perhaps even recently.

Objections to jurisdiction by any members of this body: None.

Staff Report

Planner Jim Jacks read a summary of the Staff Report into record. He provided clarification that a more accurate description of the properties would be that there are three properties which are developed with City water system facilities; one small parcel does not have City water system facilities. The property locations were reviewed in detail as identified on the map on page 12 of the meeting agenda packet. Planner Jacks briefly discussed some of the advantages of the city-owned properties being changed to public zoning.

Planner Jacks reviewed highlights from the comments received. He explained that the proposed changes are not related to House Bill 3115; the rezoning and the Martin decision are also not related. Regarding the Bonham letter, Planner Jacks explained that the proposed changes will not change the use of the property and, therefore, not create an issue where being outside would negatively affect the public use on the public property.

Public Testimony

None.

Deliberations

M. Russ inquired about whether Fortune Park and Viewmont Park are already zoned public. C.A. Daykin informed that Fortune Park is zoned park & open space while Viewmont Park is City right-of-way which is not being used for street purposes. He explained that the two public zones currently designated in the city are the fire station property and the wastewater treatment plant property. It was noted that Harvey Creek property is located outside of the city limits and under a county zoning designation.

C. Atty Kahl reviewed current property regulations for public use property. The benefits of establishing reasonable hours city-wide for parks and public properties was discussed at length. It was noted that taking preventive measures to set rules in place would likely be the best approach. Discussion ensued and concerns were expressed about homeless persons potentially

being attracted to local park facilities. C. Crawford discussed the importance of public restrooms and the fact that they would be most useful if they could be open until sunset or even longer during the winter. C. Adlong voiced that consideration would need to be given to park hours set for Sander Park with potential events that may be hosted at that location. She also pointed out that Alder Park, which will likely be used for tourism, could be frequented after dark depending on local events. It was suggested that special use permits could be something built into a potential ordinance. C. Nelson supported that something similar to the noise ordinance timeframe might be a good option to consider. C.A. Daykin suggested that coordinating CPRD policies of use of public spaces with the city owned public spaces may be a good idea. The consensus of Council was to add this item to a list which C.A. Daykin will provide to an incoming city administrator. Brief discussion ensued.

C.A. Daykin provided a date correction to a typo in the proposed ordinance on page 19. Following the sentence beginning with the last “whereas” on the page, the date of January 4, 2021, should be changed to January 4, 2022. **A motion** was made and seconded to adopt Ordinance No. 577-2022, an ordinance amending the Dundee Comprehensive Plan Map from the Low Density Residential designation and Medium Density Residential designation to the Public designation, and amending the Zone Map from the Single Family Residential Zones (R-1 and R-2) to the Public Zone (P) for five City-owned properties ((CPM/ZC 2021-20), with the amendment of the date change following the last whereas from January 4, 2021 to January 4, 2022. **The motion** passed unanimously.

The public hearing ended at 7:38 P.M.

Public Comment

None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 5.1 Financial Report Ending November 30, 2021. **The motion** passed unanimously.

Old Business

City Administrator Employment Agreement Amendment

C.A. Daykin explained that the city attorney did make one change to the Agreement on page 48; in Section 7 pertaining to vacation, sick time & holidays, the last sentence was struck. **A motion** was made and seconded to authorize the Mayor to execute the amended City Administrator employment agreement with one change in the Agreement, striking the last sentence of Section 7. **The motion** passed unanimously. C. Ford wanted to publicly thank C.A. Daykin for his willingness to serve in this role for the City. C.A. Daykin stated that though the contract outlines a 14-day termination policy, he is open to leaving at anytime without notice. He discussed that if there is a need, he is willing to interface with a new city administrator though felt someone else should made the decision on how much time is spent in that regard.

Ordinance No. 578-2022, Highway 99W LID Assessments

C.A. Daykin discussed that city staff are prepared to send the statements out as well as additional documentation. **A motion** was made and seconded to adopt Ordinance No. 578-2022, an ordinance levying final assessments for the Highway 99W Local Improvement District No. 2013-01. Brief discussion was had regarding the commonality of a 30-day time period (due date) to make pay or make installment arrangements after the ordinance is passed, and Daykin noted he

has seen similar language with other cities' ordinances. Brief discussion ensued regarding the installment agreement option. **The motion** passed unanimously.

New Business

Outside Water Request

There was brief discussion about this water line potentially requiring an upgrade to increase capacity at some point. Rob and Melissa Moxley were present at the meeting to address questions from Council. C.A. Daykin briefly reviewed requirements of the regulation. **A motion** was made to approve a city water service for 23155 NE Hagey Road. **The motion** passed unanimously. Rob Moxley voiced appreciation of Council approval of their request.

Street Light Request – 591 SW Alder Street

C. Adlong voiced support of the streetlight request and agreed with the observations made by Kristen Svicarovich. Other Councilors voiced support of the added streetlight as well. **A motion** was made and seconded to authorize the city administrator to execute a Streetlight Authorization Order with PGE for the installation of a 29-Watt Leotek LED streetlight attached to PGE Pole No. C3326A-98 with installation of a glare shield. It was noted that several large trees have been removed from this area over the past year. C.A. Daykin informed that it appears that the streetlight located at Seventh and Alder Streets is not working; he will let PGE know. Additionally, he explained that a nearby property owner was upset with the city dealing with not restriping the dedicated 5-foot lane. C.A. Daykin explained that a contractor was hired immediately after the paving crew, though unfortunately at that time they did not have paint; now that they have paint, the weather has not been favorable for painting. C.A. Daykin reviewed that the intent is to bring back that white stripe five feet of the edge of the pavement with the glass beads to reflect the light to improve pedestrian safety. **The motion** passed unanimously.

Planning Commission Appointments

It was noted that there are three vacancies and two applicants. **A motion** was made and seconded to appoint Edward Carlisle and Theresa Stevenson to the Dundee Planning Commission. **The motion** passed unanimously. C.A. Daykin encouraged Council to consider recommendations for the Planning Commission to fill the vacancy. It was noted that six of the seven Planning Commissioners live in the same northwest quadrant of the City of Dundee. M. Russ suggested that an advertisement be added to the fire department reader board; C.A. Daykin will follow up.

Council Goals

C.A. Daykin asked for feedback from Council about dates/times Council would like to consider for meeting with goal-setting session facilitator John Morgan. He discussed that a session could be scheduled and later canceled if need be. Discussion ensued and it was noted that waiting to commence this process once the new city administrator is in place would likely be the most beneficial. M. Russ supported that the goal setting process would be a good team building exercise with a new city administrator and did not feel that it is needed to set a date prior to a new hire coming on board, and that it may take place after the budget preparation cycle.

Council Concerns and Committee Reports

C. Crawford inquired about the status of the grant from Travel Oregon. C.A. Daykin informed that the city has received the first down payment of \$10,000; Sondra Storm prepared the grant application working with the Tourism Committee and he doesn't know the exact requirements for receiving future grant payments. C.A. Daykin discussed that there are multiple grants being utilized for the park. He shared that for Alder Street park development improvements the city

received 90% of the funds already; the final 10% will be received when the final report is submitted in February.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that city staff received word from Engineer Michael Humm confirming the delivery date for the Kubota equipment; he has now started the process of putting the project out to bid in hopes to have bids brought back to the City Council meeting in February, and to issue notice to proceed by the end of February.

C.A. Daykin discussed that on December 23, 2021 there was a half workday holiday provided to city employees. He explained that meter reads were going to be done the following week knowing that a snowstorm was coming. C.A. Daykin spoke with public works employee, Glen Wolf, to see if he would be willing to work Christmas Eve Day to complete the reads then to avoid the snowstorm. Glen agreed to do that and at the time it was noted that he would receive his holiday pay along with time and a half, totaling 2.5x pay. C.A. Daykin discussed that the office manager, Sheryl Hartman, brought to his attention today that given the city policy Glen would only receive regular pay plus the regular pay for holiday (2x pay). Discussion ensued and he explained that it is very common for agencies to offer the 2.5x. He asked Council if they would like to revisit the personnel policies to modify the work on a holiday to modify that to 2.5 times pay instead of twice the hourly pay; most larger cities are represented by a union and offer this. M. Russ suggested that in this instance it may be better to offer Glen the difference in pay in the form of a bonus which Council voiced support of. The consensus of Council was to make no changes to the present personnel policy.

Recent snowstorm events were discussed. C. Adlong voiced concern that the snowplow was only used on the first day of snow (Sunday) and then not used the following two days. It was noted that the postal service had difficulty delivering the mail on the hill for a couple of days; Waste Management was also unable to pick up during that time. C.A. Daykin explained that Waste Management did notify their customers about pick up delays due to snow covered steeper grades; double pickups will be done. Discussion ensued

M. Russ inquired about impacts to the WWTP following the large amounts of rain recently. C.A. Daykin discussed that the WWTP did have to do a diversion again. Chuck Simpson will plan to attend the next City Council meeting to provide an update. C.A. Daykin explained that Simpson did conduct a manhole review and found two manholes that are needing repairs.

Public Comment

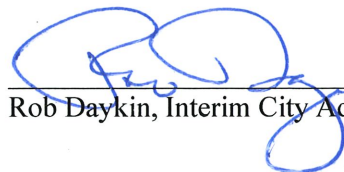
None.

The meeting was adjourned at 8:17 P.M.



David Russ, Mayor

Attest:



Rob Daykin, Interim City Administrator/Recorder