

City of Dundee
City Council Meeting Minutes
January 21, 2025

CALL TO ORDER

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

M. Ford began by swearing in re-elected Councilor Tim Weaver. He then proceeded to start the interview panel for the following council applicants: Bryan Weil, Robert Smith, Peter Donor, Keith DeSelms and Rob Daykin. Each applicant introduced themselves and expressed their interest in the council position. Suggested questions was provided to Council: Have you served on an elected board before, and what did you enjoy or not enjoy about it? What do you like about living in Dundee, and what would you change? What is your vision for Dundee? How would you respond to a citizen's concern? Council asked each applicant questions, allowing two minutes for responses. Afterward, applicants were given three minutes for closing remarks. Following discussion, Council appointed Bryan Weil.

ACTION: Motion to Appoint Bryan Weil to the Vacant Position on City Council.

Motion: C. Nelson

Second: C. Caruso

Vote: C. Weaver, C. Chiper, C. Hinson, M. Ford

M. Ford thanked all the applicants. He then proceeded to swear in Bryan Weil.

COUNCIL AND STAFF ATTENDANCE

Attendance Mayor David Ford; City Council President Storr Nelson; City Councilors Tim Weaver, David Hinson, Alex Chiper and Michael Caruso.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Ashley Wigod; City Planner, Doug Rux; Fire Chief, Brandon Hamilton; Accounting/Payroll Specialist, Melissa Lemen.

Via Zoom: City Engineer, Greg Reid.

Public Attendance:

Peter Donor, 780 SE Locust Street; Rob Daykin, 720 SW Scotsman Court; Robert Smith, 680 SW 5th Street; Matt Smith; Chehalem Parks and Recreation; Jared Diganci, Terrain Development; Norm Dauieess, Habitat for Humanity; Tyson Leggate, KPFF; Mike Westgard, 225 SW Dogwood Drive; Casey Banks, Newberg First United Methodist Church; Bryan Weil, 160 SW Hawthorne Court; Char Ormonde, 633 SE Boysen Lane; Caroline Baggott, Outpost Dundee LLC; Suey Linzmerer, Head Start of Yamhill County. Via Zoom: Kieth DeSelms, 126 SE Spruce Court.

AGENDA CHANGES

New business item – public improvement agreement with Concrete Solutions Incorporated was added.

PUBLIC COMMENT

Suey Linzmerer from Head Start of Yamhill County and Norm Dauiness presented an update on the Dundee Commons project. A handout was provided to Council. Dauiness outlined the partnership between Newberg Habitat for Humanity, Head Start of Yamill County and Newberg First United Methodist Church for the development at the corner of Hwy 99W and 11th Street, near the historical sanctuary and Barn Door Brewery. He explained that the project aims to provide affordable housing and early learning programs for children in Dundee. Dauiness emphasized that this update was to inform Council of the project's progress. A brief discussion ensued, expressing gratitude for the initiative.

CONSENT AGENDA

Motion to approve the Consent Agenda

6.1 City Council Minutes, January 7, 2025

6.2 2024 Police Report Summary

6.3 Fire Department Report October, November and December 2024

ACTION: Motion to Approve the Consent Agenda.

Motion: C. Weaver

Second: C. Nelson

Vote: C. Caruso, C. Weil, C. Hinson, M. Ford

OLD BUSINESS:

SANDER ESTATE PROJECT

C.A. Dahl reiterated the importance of setting a timeline for the project, as discussed in the previous meeting. A detailed report was provided starting on page 24 of the agenda packet. City Planner Doug Rux addressed Council to provide additional information on performance bonds and the project timeline. After a brief discussion, Council consensus was to wait for further information before proceeding.

TERRAIN SUGGESTION CHANGES TO 9th STREET

Rux approached Council to introduce the project representatives and provided an overview of the 9th Street improvements. A detailed report was provided starting on page 77 of the agenda packet, along with an updated site plan for Council to review. Jared Diganci and Caroline Baggott approached Council and discussed the street modifications, with Diganci explaining the color coding on the updated plan. C. Nelson inquired about the addition or removal of islands, leading to a discussion on potential fire department access and impact on the water treatment facility. F.C. Hamilton provided input on fire apparatus maneuverability, noting that while the layout wasn't ideal, it was achievable. Further discussion ensued including other vehicles, such as garbage trucks. C. Weaver emphasized the need for adequate clearance to accommodate all emergency scenarios. Discussion then shifted to the

next steps for the project. City Atty. Wigod recommended bringing these options to Council for approval with more detailed information to make a final decision.

FIRE DEPARTMENT UPDATE

F.C. Hamilton provided Council with an update on fire department operations, highlighting issues with service call coverage. He shared a presentation outlining service calls from 2022 to 2024, emphasizing unanswered calls during that period. F.C. Hamilton explained the current staffing situation, with five career staff working Monday through Friday from 8 am to 5 pm and that 10 of 22 volunteers live in Dundee. He also noted that volunteers are expected to cover 96 hours per month, equivalent to four weeknights and 48 hours on weekends, but the ideal shift includes three to four members, which isn't always met. He also discussed experience gaps due to varying years of service, declining volunteerism, and challenges with coverage during non-career staff hours. F.C. Hamilton noted that the 96-hour volunteer requirement is the highest in the region, contributing to burnout. However, he pointed out the positive turnover rate, with volunteers moving into career positions. F.C. Hamilton then presented a monthly overview of shift coverage, with November showing multiple unfilled shifts, while December showed some improvement.

F.C. Hamilton then outlined potential solutions to address the staffing issues. He mentioned the temporary promotion of two individuals to Acting-In-Capacity Lieutenants, which would provide short-term relief, though the long-term impact remains uncertain. He also highlighted ongoing discussions with labor representatives about staffing deployment models to improve 24-hour coverage. He emphasized that adjusting deployment models would likely provide the most immediate and long-term stability for the department.

F.C. Hamilton explained the proposed shift changes, outlining a plan to transition three of the "day staff" to work 24/48 or 48/96 shifts, while a fourth member would remain on the Monday through Friday 8 am to 5 pm schedule. He said this would be supplemented by volunteers to cover additional positions. He also presented a sample monthly calendar to illustrate how these changes would create a more effective and complete schedule.

F.C. Hamilton requested authorization for himself and C.A. Dahl to begin negotiations with labor on potential alternative staffing deployment models. He explained that this would allow the city to assess any additional costs related to the changes. He also said that any modifications to the collective bargaining agreement would be brought back to Council for approval. F.C. Hamilton concluded his presentation, stating his intention to start the process in March. A brief discussion ensued.

ACTION: Motion to Approve the Fire Chief and City Administrator to Begin Conversations with the Local Fire Union to Negotiations.

Motion: C. Weaver

Second: C. Nelson

Vote: C. Weil, C. Hinson, C. Chipper, C. Caruso, M. Ford

NEW BUSINESS:

AKS CONTRACT FOR SHORT-TERM ENGINEERING SERVICES

C.A. Dahl reiterated that the current city engineer would be relocating, and the city would need short-term engineering services from AKS Engineering for about six months until a permanent engineer is hired. A brief discussion ensued.

ACTION: Motion to Approve the Contract with AKS Engineering.

Motion: C. Weaver

Second: C. Chiper

Vote: C. Nelson, C. Weil, C. Hinson, C. Caruso, M. Ford

APPOINTMENT OF PLANNING COMMISSIONER

C.A. Dahl noted that a vacancy on the Planning Commission had opened since C. Chiper joined Council and that one person had applied. C. Nelson suggested giving others more time to apply before making a quick appointment. Council consensus was to wait for additional applications.

CONTRACT WITH CONCRETE SOLUTIONS INCORPORATED

C.A. Dahl said a contract with Concrete Solutions Incorporated to fill in the sidewalks along 9th Street, with a copy of the agreement provided to Council. Discussion followed regarding the cost and timeline of the project. Council consensus was to wait until the next meeting to gather more information.

COUNCIL CONCERNS AND COMMITTEE REPORTS

C. Nelson inquired about an update on the car lot parking expansion; to which C.A. Dahl said that he was working with the current city attorney.

MAYOR'S REPORT

M. Ford welcomed Bryan Weil to Council.

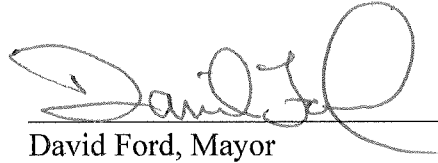
CITY ADMINISTRATOR'S REPORT

- C.A. Dahl provided an update that the deployed fire fighters would be returning from the California fires on Saturday
- L.O.C. virtual meeting on Friday afternoon and would send out an email for those interested
- Jan 28th - city day at the capital; if anyone was interested in going to let him know
- Feb 5th – elected essentials class
- 25 people at the open house for residents regarding water rates with 1 business show up for the business open house regarding water rates the following day.
- Melody created a form of water rate changes and would be on the website soon

PUBLIC COMMENT

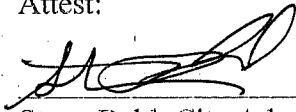
Rob Daykin approached Council to ask about allocation spreadsheets for the two projects from the city engineer, specifically for 9th Street and Alder Street, to provide to C.A. Dahl. He proposed using Urban Renewal funds to cover the annual assessment and address the differences between residential and commercial zoning.

The meeting was adjourned at 10:05 P.M.



David Ford, Mayor

Attest:



Steve Dahl, City Administrator/Recorder