

**CITY COUNCIL MEETING  
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February 1, 2022**

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**City of Dundee**  
**City Council Meeting Minutes**  
**February 1, 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, Patrick Kelly, Ted Crawford, Jeannette Adlong and Tim Weaver. Attendance Via Zoom: Councilor Storr Nelson. Staff Attendance: Rob Daykin, City Administrator; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant. Staff Attendance Via Zoom: Greg Reid, City Engineer; Brandon Hamilton, Fire Chief; Melissa Lemen, City Administrator; and Steve Dahl.

**Public Attendance**

Via Zoom: Amanda Good, 1238 SW Fir Court.

**Agenda Changes**

Old Business Item 5.3 Yamhill County Grant Agreement was added to the meeting agenda. New Business Item 6.5 Fire Engine Purchase was added to the meeting agenda.

**Public Comment**

None.

**Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Items 4.1 City Council Minutes, January 4, 2022 and 4.2 Financial Report Ending December 31, 2021. **The motion** passed unanimously.

**Old Business**

**City Administrator Employment Agreement**

M. Russ explained that he negotiated terms with the applicant; the result of the negotiation process was noted to be the draft employment agreement beginning on page 31. M. Russ highlighted some of the amendments made to the proposed Employment Agreement. A **motion** was made and seconded to offer the position of city administrator to Steven W. Dahl upon the terms of the attached employment agreement effective March 1, 2022 and authorize the Mayor David Russ to sign the Employment Agreement. C. Ford thanked M. Russ for negotiating the employment agreement in a timely manner and welcomed the new city administrator. **The motion** passed unanimously.

**Planning Commission Appointment**

It was noted that Mr. Chiper is a U.S. Army Veteran. C. Kelly explained that he knows the applicant personally; Chiper had expressed an interest in becoming involved in city government. A **motion** was made and seconded to appoint Alexandru Chiper to the Dundee Planning Commission. **The motion** passed unanimously.

**Yamhill County Grant Agreement**

C.A. Daykin provided Council with a copy of the grant agreement and reviewed that City Council had previously approved the application for the grants last fall. He noted that 13 agencies applied

though not all received funding; Dundee received the full amount requested. Brief discussion ensued. **A motion** was made and seconded to authorize the city administrator to execute the Yamhill County Investing in Water & Sewer Infrastructure Grant Agreement in the amount of \$138,750.00 and \$309,750.00 for water and sewer infrastructure for the City of Dundee. **The motion** passed unanimously.

## **New Business**

### **Water Bill Appeal**

Amanda Good was present and available to address Council questions. Council discussed the water bill appeal. It was noted that this is a complex situation given the moratorium which was placed on evictions; the property owner was in a difficult situation as they weren't able to evict the tenants. Potentially waiving the late fees and doorhanger fees was discussed as an option.

C.A. Daykin pointed out that the winter average amount was extremely high for what would normally be seen for residential use. He suggested that one option might be to reverse the \$54 in late charges as well as the excess sewer charges based on volume (but not the base charges).

Amanda Good voiced an understanding of the policy and stated that she signed the landlord tenant agreement. She asked Council to consider the history and unique circumstances during the pandemic. Good explained that the tenant did not pay rent for 6-8 months. She discussed that though she initially rented to a family of 5, by the end there were likely 8 people living in the home; she was unable to evict them legally. Good commented that she felt the increased water use is reflective of the increased number of people living in the home that were not authorized to live there. Good explained that the tenant was legally evicted and is now out; there is a new tenant coming in this month.

C.A. Daykin explained that he doesn't know the exact history of the account; the utility billing clerk has been out of the office recently and he hasn't had an opportunity to discuss the account with her. He discussed that typically when there is a situation where a utility customer does not pay their bill, water is shut off at approximately the two-and-a-half-month point, though this account does not show that water was ever shut off. C.A. Daykin discussed that he is unsure of the circumstances surrounding that information or what the impact would have been if the water had been shut off in mid-October. Discussion ensued.

Council voiced support of receiving feedback from the utility billing clerk pertaining to the history of the account and why the water wasn't shut off if it typically would have been. C.A. Daykin offered that he could provide additional information for the next Council meeting. Melissa Lemen, Administrative Assistant, approached Council and explained that it was not uncommon for the office staff to work with the tenant to make payment arrangements on her account; the tenant was very communicative and repeatedly followed through on those arrangements.

Good discussed that her tenant owes her over \$12,000 in rent; she has no recourse and has no idea where her tenant moved to.

### **Resolution No. 2022-03, Budget Transfers**

C.A. Daykin provided a correction on page 56 of "Exhibit A", in the Park Fund, the "changes" column for Parks & Trail Maintenance should be (\$6,400) rather than (\$6,000). This correction will change the amended budget amount for Parks & Trail Maintenance to \$2,600. Under Capital Outlay, C.A. Daykin provided a correction to the "changes" column for the First Street Mini Park from \$1,000 to \$1,400; this correction will change the amended budget amount to \$11,400.

C. Adlong inquired about the costs associated with reinstall the bench at the First Street Mini Park. C.A. Daykin discussed his belief that there won't likely be a lot of costs involved, though he will talk to PW Superintendent Simpson about that. The bench had been bolted down but the epoxy had not yet set when the damage occurred. Brief discussion ensued and C.A. Daykin explained that he let the police department know what happened, so they are aware of the vandalism. He discussed that city staff is looking at replacing some of the signs on the Viewmont Greenway Park though at this time the belief is that the damage was accidental and not vandalism.

**A motion** was made and seconded to adopt Resolution 2022-03, a resolution transferring budget line-item amounts within a fund or between funds for fiscal year 2021-2022, including the corrections as stated by the City Administrator. **The motion** passed unanimously.

#### **Resolution No. 2022-04, Supplemental Budget**

Mayor Russ opened the public hearing at 7:47 P.M.

No comments were received, and the hearing was closed at 7:48 P.M.

Deliberations: Brief Council questions were addressed by C.A. Daykin.

**A motion** was made and seconded to pass Resolution No. 2022-04, a resolution adopting a supplemental budget for fiscal year 2021-2022. It was noted that there was a typo contained in the heading of the Resolution on page 59. It should read "A Resolution Adopting a Supplemental Budget for Fiscal Year 2021-2022 (rather than 2021-2021). **The motion** was amended to include the correction as stated. C. Adlong inquired about the amount of funds received for fire conflagration reimbursement. C.A. Daykin explained that though this is not the highest the City has received, though this represents five different conflagration events in Oregon. The Contingency Fund was discussed. It was noted that the new fire engine will yield an increased fire conflagration reimbursement in the future. **The amended motion** passed unanimously.

#### **Resolution No. 2022-05, Land-Use Planning Services Fee**

**A motion** was made and seconded to pass Resolution No. 2022-05, a resolution authorizing a change in the fee for planning services provided by the City of Newberg to the City of Dundee. **The motion** passed unanimously.

#### **Fire Engine Purchase**

Chief Hamilton provided Council with a memorandum and materials pertaining to his proposal to purchase a fire engine. He explained that when he was hired, he was tasked with trying to determine what the Department should do with their fleet. Chief Hamilton explained that each of their apparatuses are for very specific singular uses; he is striving to bring on some multipurpose type rigs which can be used for more than one element of what they do. He reviewed information contained in his memo which outlines the process by which he became aware of the opportunity to purchase the Type III Fire Engine from HME Ahrens-Fox for \$365,000.00.

There was brief discussion about the value of the two fire apparatus vehicles to be sold. Impacts to the Equipment Reserve Fund with a purchase of this nature were reviewed. Chief Hamilton discussed that the next need for the Department would be a replacement engine for the structure fire rigs (they are aging), though at a cost of \$500,000 to \$600,000 it is not feasible in the present budget though perhaps could be addressed through a potential merger and consolidation option.

M. Russ inquired about whether the type of fire apparatus proposed would be on which would go out on conflagration to which Chief Hamilton affirmed. He explained that this Type 3 fire engine is the kind most requested for conflagration.

C. Adlong expressed concern about utilizing such a large amount of funds from the Equipment Reserve Fund. Discussion ensued. C. Weaver discussed that with an overall reduction of 1 apparatus in the fleet, there may be savings seen in maintenance and insurance costs. It was noted that this type of fire apparatus would be in much more demand for wildfire activity than what the Department has now; there would be an opportunity to recoup some funds that would come back to Department (and into the Reserve Fund). M. Russ pointed out that this is a good price for something of this nature at this point in history; there is no telling when that next opportunity would come or what the price would be at that time. He also supported that this type of fire apparatus is more suitable for the terrain in our area. Discussion ensued about the versatility of the proposed fire apparatus; with the limited crew staffing it would be nice to be able to have so much in one rig. Concern was expressed about the apparatus being used on conflagration as opposed to being available for the local community. Chief Hamilton discussed his rationale for dispersing rigs and crews on conflagration; this would only occur when they are able to do that when they can also provide service to the community that's expected.

C. Ford inquired about what happens with the Equipment Reserve Fund if the City and Rural Fire District are combined. C.A. Daykin explained that this would need to be negotiated and would be up to City Council.

**A motion** was made and seconded to authorize Chief Hamilton to sign the Participation Agency Endorsement and Authorization Agreement and the Purchase Agreement with the vendor for the purchase of the new fire engine. **The motion** passed unanimously.

### **Council Concerns and Committee Reports**

C. Ford discussed that he and C. Crawford were both in attendance at the last Yamhill Parkway Committee meeting. He explained that he raised the issue about the construction cones on Highway 99W with the representative from ODOT; he was told that a representative would be reaching out. C. Crawford noted that there had been a lot of discussion at the meeting regarding extending the city loan for the local match; this seems to be the direction of the Parkway Committee to try to sell that to the individual City Councils which are involved. C. Crawford explained that he raised the topic of having more involvement from Dayton and Lafayette in this process as well. Discussion ensued regarding potential funding strategies and details pertaining to the complexities of the project moving forward.

### **Mayor's Report**

None.

### **City Administrator's Report**

C.A. Daykin discussed that a representative from ODOT did stop by City Hall a week or so ago to follow up on the concerns expressed at the Parkway Committee meeting. The ODOT representative indicated that he would be requesting Kerr Contractors to try to limit the number of traffic cones placed, though there is still a significant amount of work to be completed before they close out the contract including the street lighting, landscaping, and the Fifth Street intersection traffic signals as well as pedestrian synchronization. Discussion ensued regarding the project and C.A. Daykin addressed brief questions. C.E. Reid noted that the city is paying for and placing irrigation systems in the landscaping as ODOT would not cover that cost.

C.A. Daykin discussed sedimentation problems with Well #10 at Alder Street. He explained that Schneider well services were finally able to come out and complete a preliminary assessment; it was scoped, and a preliminary report was provided. C.A. Daykin discussed that they found that the well casing at various locations in the well shaft is failing and is not repairable. He explained that Schneider will be returning to meet and discuss what the range of options might be.

C.A. Daykin discussed that city staff met with Michael Humm, P.E. today to discuss preparing for the next City Council meeting; bids for the MBR Project will be presented. Humm will also provide a scope of services fee for the CIPP Line Project with the I&I work. C.A. Daykin explained that they also had a follow up conversation for some of the telemetry problems that were being experienced. He discussed that the version of the software was dated 2012 and needs to be upgraded, though city hardware would not handle that upgrade either. He explained that they are looking at breaking this project up into various components. There will likely be discussion about this program at the next Council meeting.

C.A. Daykin discussed that he did hear back from Newberg regarding the Police Services contract. He explained that they are looking at significant increases to their union agreement and so the City of Dundee will be capped out at the 5% maximum for next years' police services agreement.

### **Public Comment**

None.

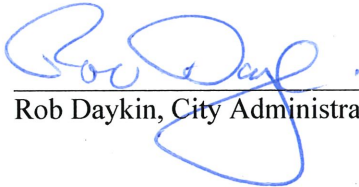
The meeting was adjourned at 8:07 P.M.



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David Russ, Mayor

Attest:



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Rob Daykin, City Administrator/Recorder