

**CITY COUNCIL MEETING
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April 5, 2022**

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City of Dundee
City Council Meeting Minutes
April 5, 2022

Call to Order

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

Council and Staff Attendance

Mayor David Russ; Councilors David Ford, Tim Weaver, Ted Crawford, and Jeannette Adlong. Absent: Councilor Patrick Kelly. Attendance Via Zoom: Council President Storr Nelson. Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Brandon Hamilton, Fire Chief; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

Carole Joa, Program Coordinator, Juliette's House; Mike Sherwood, 876 SW Alder; Ryan & Elli Backman; 1053 SW Falcon Crest Dr.; Jill Bilka & Family, 740 SW Graystone Place; Judy and Angelina Yakubu, 459 SW Dogwood Drive; Dave Haugeberg, Chair, Yamhill County Parkway Committee, 13951 NW Willis Road, McMinnville; Brett Baker, Yamhill County Parkway Committee, 7275 SW Palmer Way, Beaverton; Alex Chiper, 520 SW Fifth Street; Charlotte Ormonde, 633 SE Boysen Lane; and Bryan Weil, 160 SW Hawthorne Court.

Public Attendance Via Zoom: Truman Stone (8:00 P.M).

Agenda Changes

Old Business Item 6.3 Newberg-Dundee Bypass Local Funding Match and Item 6.4 DEQ TMDL Quarterly Update were added to the meeting agenda.

Public Comment

Carole Joa, Program Coordinator, Juliette's House, introduced herself to Council and provided a handout, a copy of which was added to the meeting agenda materials. Joa discussed that April is National Child Abuse Prevention Month and explained that they are asking each city in Yamhill County to adopt a Proclamation.

Presentation: If I Were Mayor Contest Award Presentations

Mayor Russ provided a brief overview of the contest and explained that the City received four entries this year. He announced that the fourth place winner was Carter Whitfield, though he was not present to receive his certificate and award (a \$10 gift card). Mayor Russ presented the third place award to Samuel Bilka, along with a \$25 gift card. The second place award was presented to Elli Backman, along with a \$50 gift card. Angelina Yakubu was recognized and presented with the first place award and \$100 gift card. Mayor Russ announced that Angelina's poster will be provided as an entry for the State contest. He thanked the participants and encouraged them to invite their friends to join in the contest next year.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, March 15, 2022; Item 5.2 Financial Report Ending February 28, 2021; and Item 5.3 Child Abuse Prevention Month Proclamation. **The motion** passed unanimously.

Old Business

SW Alder Street Improvements

C.E. Reid discussed that at the last meeting Council expressed interest in adding the bulb-outs at mid-block. He expressed concern with how the bulb-outs would work with vehicles turning potentially right onto Alder from Ninth Street, following the curb line and not seeing or anticipating the bulb-out mid-block. C.E. Reid decided to look at adding the bulb-outs also to the Ninth Street connection temporarily until a decision is made about a roundabout; this would help guide traffic towards the center of the street and keep them from following the curb line. C. Crawford inquired about whether this would impact the turning radius of firetrucks, though C.E. Reid explained that the turning radius standards would still be maintained and he does not believe there would be an issue for firetrucks in that location; he will double check. Council briefly discussed traffic concerns and C.E. Reid noted that visibility issues would be addressed. The design on page 29 was reviewed and discussed in detail.

C.E. Reid explained that Mike Sherwood, owner of lot 601, has expressed interest in landscaping the area behind the sidewalk himself. C.E. Reid reviewed that Sherwood is already moving his irrigation out of the way for the benefit of the project. It was noted that per city standards, the property owner is liable for maintaining the area. C.E. Reid informed that he has not discussed the project with the other two property owners; lot 1103 is also losing a very large line of shrubs that provides some privacy for their property, and there are a couple of large trees coming out to accompany the widening of the street. Discussion ensued.

Mike Sherwood, 876 SW Alder, approached Council and noted that his home will be 99 years old this year. He thanked Council for their support of installing a bulb-out on SW Alder in an attempt to calm the traffic and help preserve the access to his two garages. Sherwood discussed that in August the report from the City Engineer recommended against a planter strip on the west side of Alder due to the geographic constraints. Sherwood discussed the planter strip area in detail as it relates to his property; there is an area of hardscape which the sidewalk could potentially encroach into though he is hopeful that the contractor would work with the homeowners to limit the impacts to his longstanding landscaping. Sherwood asked that the city consider allowing him to complete the landscaping in the area of his property. Discussion ensued. C. Crawford encouraged Sherwood to consider installing low maintenance landscaping out of consideration for future property owners.

Council discussed potential landscaping ideas for the bulb-out areas. They felt consideration should be given that shrubs planted not be too tall so that children crossing can easily be seen. Council also felt that reflective units should be placed in these areas. Council discussed street trees and C.E. Reid detailed which will be removed with the project; replacement trees could be placed. Council discussed eliminating curbs on the bulb-out areas. Brief conversation ensued.

Approve Hire of New Public Works Utility 1 Worker Position

C.A. Dahl reviewed his agenda report on page 31. C. Crawford discussed that the Tourism Committee would likely be supportive of providing \$20,000 towards landscaping maintenance costs along Highway 99W and for tipsu palach Park (tourism facilities). C.E. Reid discussed that at present Chehalem Park & Recreation District (CPRD) is having difficulty keeping up on the landscaping they already take care of in Dundee; he is doubtful that they would have the capacity to take on additional landscaping needs. C.A. Dahl was unable provide information at the meeting tonight regarding annual costs associated with the work CPRD does for the city. Concern was expressed that budget season is approaching; evaluating the budget for the coming fiscal year would be helpful prior to considering the addition of a new position. C.A. Dahl

discussed that he is presently working on the budget and the first Budget Committee meeting will be held on Thursday, April 28, 2022. He explained that he has included the addition of the new public works position in next year's budget. Discussion ensued and Council expressed concern about the presence of weeds and the importance of controlling these issues before they manifest further. Council inquired about whether there are any additional known large ticket items in the upcoming budget. C.A. Dahl discussed that though there are larger items planned for the future, there are no additional plans with regard to employees. He explained that he is considering going through a temporary agency to provide assistance to the staff at City Hall in order to catch up on tasks. C.A. Daykin noted that the office manager, Sheryl Hartman, has indicated that she will be retiring in a few months; a replacement will be sought. Support was shown for hiring a new public works employee, though concern was expressed about the upcoming budget process; following this process a better decision could be made.

C. Adlong voiced concern that the plants are growing immensely right now and staff will be very behind if no additional support is provided until summer. She described a recent situation in her neighborhood which required the attention of the entire public works crew for three days on this one project; she noted that they are very understaffed and work very hard. C. Ford suggested that the immediate hiring a temporary employee would be a good option to consider for the interim and during the budget process; consideration could then be given to the hiring of a permanent employee following this process. It was noted that the hiring process could take 1-2 months. Council discussed that the costs associated with hiring a landscaper for the time being would be less expensive. **A motion** was made and seconded to authorize the City Administrator to hire a temporary employee to assist with the landscape needs for an interim period of time prior to June 30, 2022 (or until a new employee is hired, whichever comes first), while the budget process is completed. C. Crawford inquired about the terms of any contract with CPRD, though C.A. Dahl was unable to provide any information pertaining to this tonight. **A motion** was made and seconded to alter the amendment to provide a limited budget for the temporary position not to exceed \$15,000. **The amended motion** passed unanimously.

Newberg-Dundee Bypass Local Funding Match

Dave Haugeberg, Chair, Yamhill County Parkway Committee, introduced himself; Committee member, Brett Baker, also introduced himself to Council. Haugeberg referenced the memo and Newberg Dundee Scenarios spreadsheet provided to Council, a copy of which was added to the meeting agenda materials. He explained that they are present this evening to discuss moving forward with the construction of Phase 2 of the Newberg Dundee bypass. Haugeberg discussed that Phase 2-A includes beginning the construction of the interchange at 219 with the bypass; Phase 2-B includes the main travel portion from 219 up around Newberg and connecting with 99W at Rex Hill. Haugeberg explained that once the appropriate local match is received, ODOT would plan to apply for a Federal grant for the construction dollars for the piece of Phase 2-B. Increased project costs were a voiced concern and Haugeberg explained that no guarantee can be made that if a local match is raised that ODOT would necessarily be able to apply for a Federal grant right now, though if there is no money for a local match there will never be the ability to apply. Detailed discussion ensued.

Haugeberger reviewed that at this time Dundee has a loan with the Oregon Transportation Infrastructure Bank (OTIB); options for extending the loan were discussed in detail. He explained that in the next 10 days they will be meeting with McMinnville City Council, Newberg City Council and the Yamhill County Board of Commissioners; if all four entities support moving forward to provide money for a local match, then the papers will be drawn up and the process will move forward. Discussion ensued and Haugeberger explained that they have received a commitment from OTIB on what the loan would look like; only the loan documents

would need to be prepared. If the process moves forward, Haugeberger explained, then the prepared loan documents would be brought back to Council at the latter part of April or the first week in May. The process moving forward was described in detail. The importance of moving things forward as quickly as possible (given that interest rates are increasing) was discussed at length. Haugeberger explained that ODOT is working really hard to try to assist in putting a loan structure and a package together; discussion ensued.

Baker discussed that he and Haugeberger met with OTIB approximately 45 days ago. He explained that ODOT has indicated that they are willing to take money out of their own budget (match) for this project, which enables the project (as a partnership) to go for a Federal grant. Discussion ensued. Baker explained that the OTIB has offered to fix the rate for the current debt and all future tranches drawn, while also keeping the payment for each municipality the same. Discussion ensued and term options briefly discussed. Baker explained that the rate used for modeling on the spreadsheet was 2.75%, though rates were noted to be particularly volatile right now. Haugeberger discussed that provided that all municipalities are on board, this would yield an additional \$20 million (approximately) for the project in total. He explained that ODOT has indicated that they will plan to match that figure though they don't yet have that in writing. The result of this joint effort would be the potential ability to apply for Federal grants. Discussion ensued.

Haugeberger discussed that the Yamhill County Parkway Committee is also working on the McDougal corner intersection, along with planning and consideration for Phase 3 of the bypass project.

Haugeberger discussed the lower table on spreadsheet provided. He explained that there has been conversation for a long time about the commitment and contribution from the seven other small communities in Yamhill County. Haugeberger discussed that he's talked with representatives from some of the entities; given the large sum of funding needed, small contributions from these entities would only make a very limited impact to the overall need. He explained that he's also discussed his thoughts and ideas with Yamhill County and suggested a \$100,000 contribution on behalf of each of the 7 cities, though the County indicated an amount of \$50,000 more appropriate; no commitments have been received. It was noted that the Fixed Payment Scenario + Yamhill \$350,000 reflects this \$50,000 contribution from the County for each of the 7 cities. Haugeberger discussed that he and Baker will be meeting with Yamhill County on April 14, 2022.

C. Ford discussed the importance of the project and voiced support of taking advantage of this opportunity now and locking in the interest rate; interest rates will be higher in the future. Discussion ensued and brief Council questions were addressed. The consensus of Council was to support moving forward in this process and to review a loan package in the future.

Haugeberger discussed that the City of McMinnville has a zone application coming to their City Council soon which would rezone all along the airport area (approximately 60 acres) from an industrial type of zone to commercial with big box stores. It was noted that this topic will also be included on the Parkway Committee meeting agenda this month. Haugeberger discussed that if the City of McMinnville were to make that change, funding for the remaining part of the bypass would be incredibly difficult. Detailed discussion ensued regarding the impacts and complexities associated with a zoning change of this magnitude.

DEQ TMDL Quarterly Update

C.E. Reid reviewed information contained in his memo provided to Council, a copy of which was added to the meeting agenda materials. C.E. Reid discussed the process involved in developing an ordinance. He requested input from Council regarding the stakeholders to be included as well as discussed the need for an outside consultant and the extension of Task 4. C.E. Reid explained that he emailed DEQ regarding the extension; he did receive a response today and they are in favor of extending the period of time. In addition, C.E. Reid suggested to DEQ that it might be beneficial to extend the overall ordinance development plan into at least the first quarter of 2023 which they were in favor of as well. Discussion ensued. C.A. Dahl noted that the letter provided from DEQ dated April 2, 2021 was emailed to him today.

Potential riparian areas were discussed and the map reviewed. C. Adlong inquired about the WWTP area and C.E. Reid explained that the pond itself is the cooling pond and more a part of the treatment facility. He discussed that city staff are looking at reconstructing the area around the WWTP into a wetland area, and that could potentially be incorporated into the Plan. Detailed discussion ensued and C.E. Reid briefly discussed the complex process of determining whether that location would be a possibility.

M. Russ voiced the importance of having a community member join the Ordinance Development Committee. C. Ford voiced support of inviting appropriate landowners to be included on the Committee and expressed interest in joining himself. C.E. Reid noted that including a Councilor on the Committee could also be beneficial, though the Committee will be keeping Council informed. C.E. Reid discussed that the review committee would likely be engaging in meetings through the remainder of the year. He noted that he has reached out to three different firms regarding the availability of a consultant though hasn't yet received any proposals. C. Adlong expressed an interest in joining the Committee as well; discussion ensued. Council voiced support of the extension of Task 4 as well.

New Business

Fire Department – Purchase Request

Council reviewed the memo provided by Chief Hamilton on page 37. It was noted that this purchase was anticipated and budgeted for in the current fiscal year. **A motion** was made and seconded to authorize the payment of two invoices for turnouts at \$5,149.06 and \$5,149. **The motion** passed unanimously.

Budget Committee Appointments

C.E. Dahl noted that it was brought to his attention by C.A. Kahl that the first appointment to the Budget Committee would be to fill the vacancy with terms expiring December 31, 2022. C.A. Kahl explained that when a member resigns prior to the completion of their term, the governing body shall fill that vacancy via appointment first.

Council discussed the issue of a Planning Commissioner applying for a position on the Budget Committee. C.A. Dahl explained that there is not a State law against a Planning Commissioner being on the Budget Committee; he also could not find a Dundee Resolution or Ordinance which would prevent it. Brief discussion ensued. **A motion** was made and seconded to appoint Charlotte Ormonde, Bryan Weil and Alex Chiper to the Budget Committee with terms ending December 31, 2022 (Ormonde) and December 31, 2024 (Weil and Chiper). **The motion** passed unanimously.

Council Goals

C.A. Dahl briefly reviewed his memo on page 49. C.A. Dahl discussed his belief that all of the Priority 1 goals will not necessarily be achievable at this time though some work towards them could likely be accomplished; brief conversation ensued. Moving forward C.A. Dahl offered to provide Council with a monthly report regarding goal achievements; the goals will also be included in the budget. M. Russ reviewed that some of the goals which have been set may be items which have a high priority although Council realizes may not be fully possible at this time. Discussion ensued. **A motion** was made and seconded to approve the City Council's Goals and Priorities as presented. C. Adlong voiced appreciation of the format and the goal setting process. **The motion** passed unanimously.

Change in Agenda Packet Delivery

C.A. Dahl briefly discussed his agenda report on page 73. Alternative options for agenda packet distribution were discussed. The consensus of Council was to end the long-standing tradition of packet delivery. Council members will provide their individual preferences for packet distribution to staff.

Union Contract

Following brief conversation, the consensus of Council was to move forward with discussion regarding the Union Contract in open session; no executive session will be held. C.A. Dahl discussed salary negotiations briefly. He explained that what the Union initially asked for was unsustainable for the City. Chief Hamilton described the mediation process. He explained that the offer presented to the Union representatives regarding salaries was not countered. It was noted that there will be Firefighter and Captain salary scales; the apparatus operator salary scale was eliminated. Chief Hamilton explained that an incentive was provided for any of the career staff that have the apparatus operator certification based off of the Firefighter top step salary. He discussed that negotiations were centered around salary percentage increases.

Chief Hamilton discussed that because of the overtime agreement, it is financially prohibitive for the Department to allow Captain Myers to participate in the Duty Officer program any longer. To help offset that change in working conditions, a pay raise was not offered to the Captain line item until the third year of his contract agreement, which the Union representative agreed to. Discussion ensued and Chief Hamilton explained that ultimately what was agreed upon was a flat 4% COLA (with a 4% ceiling for COLA).

Chief Hamilton reviewed that prior to beginning in his position as the Fire Chief in June of 2021, the City changed the overtime policy to go to a 56-hour work week. He discussed that the intent of the 56-hour work week is for a Firefighter position that's on a 24/48 schedule. Chief Hamilton explained that the Firefighters work Monday-Friday from 8:00 A.M. to 5:00 P.M., a 45-hour work week. Given continuation of that scenario, Chief Hamilton explained that the Firefighters would likely never receive overtime. A request was made from the employees that they be provided overtime for any hours worked outside of their scheduled work hours, which created an issue with Captain Myers completing Duty Officer shifts; discussion ensued. C.A. Dahl explained that the both positions were provided 10 hours of vacation time per month because of their longer 9-hour workdays. Sick time was changed to reflect a 9-hour work day. Chief Hamilton discussed that verbiage was added in the sick leave policy that in the event of a public health emergency, and not being able to find care for their children, that they would be able to use sick time in that instance.

A **motion** was made and seconded to accept the Collective Bargaining Agreement between the Tualatin Valley Fire Fighters Union and Dundee Fire Rescue from July 1, 2021 through June 30, 2024. Chief Hamilton pointed out that the Agreement technically does begin July 1, 2021, and there is a back pay situation which the City can manage financially. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford referenced the large parcel of property (the previous "Bag Connection" property) on Ninth Street and inquired about a person who appears to be camping on that property in a van with a tent attached. He explained that when he walked near the area he observed pigs being raised there along with two turkeys and five chickens in a coop. It was noted that this is an industrial area and this is not an allowed use. C.A. Dahl indicated that he would look into the matter.

C. Adlong expressed concern about the Third Street right-of-way between Dogwood and behind City Hall. She explained that it looks like the new house on Dogwood Street in this area has made some kind of an avenue through the downhill side of their property and down through the right-of-way to get down to the street right behind City Hall. C.E. Reid explained that this new home has an easement through the backyard of the property along that Third Street ROW that's undeveloped; the property owners were originally planning to try to connect to the Dogwood sewer line though ended up having to trench across through the easement. C.E. Reid discussed that the property owners do need to clean the residual mess and city staff will be working with them to do so.

C. Crawford discussed that there is an opening on the Toursim Committee and asked Council to consider suggestions for a new member. Brief discussion ensued.

Mayor's Report

None.

City Administrator's Report

C.A. Dahl discussed that it appears that someone drove a lift over the new ground at tipsu palach Park. He explained that the hotel had hired an electrician to come and install some lights around the hotel; the lift was left onsite for a couple of days. C.A. Dahl discussed that while it appears that this apparatus was driven in the park area, no witnesses have been found. It was noted that city staff will get the park fixed as soon as possible.

Public Comment

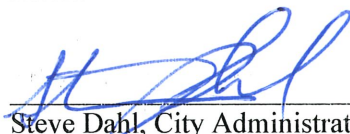
None

The meeting was adjourned at 9:02 P.M.



David Russ, Mayor

Attest:


Steve Dahl, City Administrator/Recorder