

**CITY COUNCIL MEETING  
TABLE OF CONTENTS FOR MINUTES  
April 6, 2021**

Call to Order .....	2
Council and Staff Attendance .....	2
Public Attendance .....	2
Agenda Changes .....	2
Public Comment.....	2
Consent Agenda.....	2
Old Business .....	2
Police Services Agreement .....	2
City Administrator Recruitment.....	3
New Business .....	3
Outside Water Request .....	4
Cla-Valve Maintenance Quote.....	4
Concrete Projects Quote .....	4
WWTP Utility Water Pump.....	4
Manhole Repairs.....	4
2021 Small City Allotment (SCA) Grant Agreement .....	5
Resolution No. 2021-02, Interfund Loan.....	5
Council Concerns and Committee Reports.....	5
Mayor’s Report.....	6
City Administrator’s Report .....	6
Public Comment.....	7

**City of Dundee**  
**City Council Meeting Minutes**  
**April 6, 2021**

**Call to Order**

Mayor David Russ called the meeting to order at 7:00 P.M. over ZOOM teleconferencing meeting platform.

**Council and Staff Attendance**

Attendance Via ZOOM: Mayor David Russ; Councilors Storr Nelson, Patrick Kelly (7:02 pm), Jeannette Adlong, David Ford, Tim Weaver, and Ted Crawford. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Chuck Simpson, Public Works Superintendent; and Melissa Lemen, Administrative Assistant

**Public Attendance**

Attendance Via ZOOM: Jeff Kosmicki, Interim Police Chief; Scott Dadson, Executive Director, Mid-Willamette Valley Council of Governments (COG); and Ron Zipprich.

**Agenda Changes**

New Business Item 6.4-A Manhole Repair Request was added to the meeting agenda.

**Public Comment**

Public Comment Via Zoom: None.

**Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, March 16, 2021 and Item 4.2 Financial Report Ending February 28, 2021. **The motion** passed unanimously.

**Old Business**

**Police Services Agreement**

Jeff Kosmicki, Interim Police Chief, provided background information regarding the Law Enforcement Services IGA as provided beginning on page 35 of the meeting agenda packet. Chief Kosmicki noted that among a few other updates, the language regarding the Citizen Police Advisory Forum was updated; the police chief will be responsible for appointing its members. He discussed that on occasion he does receive complaints which he handles and will continue to do as long as he remains in his present position. Chief Kosmicki explained that once things slow down a bit, he fully anticipates having a Citizen Advisory Committee, which he indicated would include representation from the City of Dundee. Brief discussion ensued. C. Crawford inquired about the details contained in Item 9 of the Agreement on page 4 (page 38 of the agenda packet) regarding indemnification. He pointed out that the City of Dundee doesn't technically control the Newberg-Dundee police force and only contract services. Chief Kosmicki offered to check into the matter further and will relay the information to Council. He also reviewed that they are an accredited agency and have also increased their supervisory officers from three to six, which provides 24-hour supervision. M. Russ voiced appreciation for their police services. **A motion** was made and seconded to execute the intergovernmental agreement for law enforcement services following approval by the Newberg City Council provided that there are not significant changes to the draft agreement. **The motion** passed unanimously.

## City Administrator Recruitment

C.A. Daykin reviewed that he has made the decision to retire effective December 31, 2021. He explained that he has had discussions with Scott Dadson, the new Executive Director for the COG, and they have discussed the recruitment process and the services they can provide. C.A. Daykin explained that when Council recruited previously, they engaged the League of Oregon Cities, though they no longer provide that service.

Scott Dadson introduced himself to Council and provided an overview of his professional background. He explained that the COG did put into writing three separate documents which he reviewed. Dadson highlighted that the Recruitment Services Agreement is an agreement to assist the Council in its selection process, though they are not a recruiting firm. He explained that one service they can offer is to field calls of interest to make sure that there is a third party involved who has a neutral role, though the selection is ultimately up to Council. Dadson briefly discussed the process involved and the services they can provide, and also stressed the importance of having a consensus around what Council expects.

C. Ford inquired about whether recruitment is important for a City the size of Dundee, and whether Dadson would anticipate the City receiving plenty of qualified candidates utilizing the networks available through the COG. Though there is no guarantee on the number of candidates received through this process, Dadson offered that they would search out solutions if quality and quantity were an issue. He described networking methods that could potentially be utilized to aid in the process, though they don't perform recruitment calling.

C. Ford inquired about whether there would be an advantage in providing an overlap between the outgoing and incoming city administrators for orientation purposes. Dadson suggested that there is an advantage if the incoming is able to talk to, reach out to and have quality conversations with the previous administration. He explained that if there is an overlap, this would ideally be adjusted in the timeline so that happens during the recruitment process and while C.A. Daykin is still there. Dadson discussed that it's good to show that there's a willingness for an overlap; professional managers often like to share knowledge, share experience, and provide some information sharing/guidance while also not tainting the process. M. Russ voiced support of some amount of overlap being provided through this process. Dadson addressed questions regarding potential additional costs associated with the process.

C. Atty Ramis shared that there is a public meeting law aspect to the process. He explained that typically in these processes there will be a point where the Council wants to consider applications confidentially and, therefore, an executive session. C. Atty Ramis discussed that the law provides for that so long as the Council has adopted, in a public session, the job description and the criteria that are going to be applied. He explained that if this is done and the public provided an opportunity to weigh in and comment on any of the criteria that is being proposed, then under Oregon law executive session can be used to consider applications.

Dadson answered additional questions and suggested Council establish a narrow salary range they are comfortable with. **A motion** was made and seconded to authorize the Mayor to execute the Recruitment Services Agreement with the Mid-Willamette Valley Council of Governments. **The motion** passed unanimously. Dadson discussed that a work session can be scheduled in June to begin the process; materials will be provided in advance to assist in beginning the thought process.

## New Business

### **Outside Water Request**

Ron Zipprich introduced himself and provided detailed background information pertaining to his outside water request for Lot 1400. C.A. Daykin explained that he had a conversation with Mr. Zipprich regarding the status of the Worden Hill water line; the City has been asking for additional special fees to support improvements to the Worden Hill water line. Mr. Zipprich voiced support of discussing payment of a fee. C.A. Daykin explained that previously this fee has been the difference between installing their own water facilities and the cost of connecting to the City. Discussion ensued. Though he doesn't have a formal quote, Mr. Zipprich has done some of his own research for well installation and feels it may cost between \$12,000-\$15,000 for a complete well system. Brief discussion ensued and M. Russ suggested the payment of a \$5,000 fee to which Mr. Zipprich agreed. **A motion** was made and seconded to authorize a City water service request for Tax Lot 1400, Map 3226 including the condition of payment of the SDC charge and an additional \$5,000 fee. **The motion** passed unanimously. C.A. Daykin discussed the next steps and explained that he will prepare an agreement for Mr. Zipprich; if accepted he can execute the agreement before a notary and then arrange to have it recorded and returned to the City.

### **Cla-Valve Maintenance Quote**

Chuck Simpson, PW Superintendent, was present and available to answer questions. C.A. Daykin reviewed that this is a routine maintenance issue which comes up periodically. C. Ford inquired about whether this maintenance work is built into the budget. C.A. Daykin affirmed that these types of maintenance are accommodated and scheduled in the budget process. **A motion** was made and seconded to approve the proposal from Cimco-GC Systems in the amount of \$9,946.00 for rebuild of the Cla-Val control valves. **The motion** passed unanimously.

### **Concrete Projects Quote**

Simpson provided a brief overview of the work included in the proposal from Jafco Concrete, Inc. C. Nelson voiced support that the quote received is reasonable; C.E. Reid also shared this opinion. **A motion** was made and seconded to accept the proposal from Jafco Concrete, Inc. in the amount of \$6,131.23 for concrete repair work to be completed. **The motion** passed unanimously.

### **WWTP Utility Water Pump**

C.A. Daykin explained that the proposal is to try to attempt a repair on the pump; a price for replacement has also been provided if a repair is not successful or will work. C. Nelson inquired about the age of the present pump which Simpson noted to be 8 years old and one of the original pumps. C. Nelson inquired about the normal lifespan of a pump of that nature to which C. Simpson indicated to be 20-30 years. **A motion** was made and seconded to approve the estimate from Schneider Water Services in the amount of \$3,270 for repair of a utility water pump; in the event a replacement of the utility water pump is required, I propose to authorize the purchase of a replacement at a cost of \$5,922. **The motion** passed unanimously.

### **Manhole Repairs**

Simpson explained that PW was out locating today and looked in a couple of manholes near the highway project which were leaking. He explained that there is a little bit of money leftover to spend in the I&I budget which provides a good opportunity for a repair of these. Simpson pointed out that with the northbound lane of Highway 99W closed, a repair could more easily be made and without interfering with highway traffic. Simpson explained that he is seeking authorization to spend approximately \$6,200 for the repair of the two manholes, though he didn't have time prior to tonight's meeting to obtain a formal estimate.

M. Russ inquired about whether there is some peripheral closing of potential infiltration given the highway project. Simpson explained that the highway project does not involve work deep enough for that. C.E. Reid suggested that unfortunately the pounding of the trucks and heavy construction work creates more of a potential for damage than curing of the I&I issue. Brief discussion ensued.

Simpson explained that the cost for the manhole repair work is based on time and material. Simpson explained that he has not yet received an estimate from the contractor though there is a \$200 per foot charge; the manhole repair work will cover 18-20 feet as well as the sealing. **A motion** was made and seconded to approve up to \$6,300 for repair of manholes and utility vaults along the Highway 99W project utilizing Underground Tech. **The motion** passed unanimously.

### **2021 Small City Allotment (SCA) Grant Agreement**

C.A. Daykin explained that the State received additional funding; part of that funding was placed into the SCA grant program and Dundee was fortunate to receive an award for the Myrtle Street project (between Neiderberger and Thirteenth Streets). ADA ramps will also be included in the project. C.A. Daykin clarified that there are already sidewalks present which will not be improved as part of the project. It was noted that in a previous discussion with Council a future a sidewalk project may be considered which would include both blocks and would also address the problem with the trees as well. **A motion** was made and seconded to authorize the City Administrator to execute the 2021 SCA Grant Agreement with ODOT. **The motion** passed unanimously.

### **Resolution No. 2021-02, Interfund Loan**

**A motion** was made and seconded to pass Resolution No. 2021-02, a resolution authorizing an interfund loan of \$325,000 from the Equipment Reserve Fund to the Water CIP Fund. **The motion** passed unanimously.

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

C. Adlong discussed that she and C.A. Daykin both attended the Chehalem Park & Recreation District (CPRD) Board meeting as well as the School District Board meeting the following week to express their concerns about losing any of the Dundee Billick Park through the new school construction process. She explained that though they expressed their opinion on the matter, not a lot of feedback was provided at the meetings. C.A. Daykin explained that he did hear this morning from Luke Neff from the Newberg School District. He indicated that the school district will not impact the footprint of the existing Billick Park.

C. Adlong shared that she has had a couple of people express concern to her about a flag on First Street that is being flown with profanity on it. She explained that the flag is very offensive to many of the people who see it. C. Atty Ramis explained that as a government there really isn't the ability constitutionally to address this complaint. Brief additional discussion ensued and M. Russ inquired about whether the sign ordinance could come into play regarding the issue of a flag. C. Atty Ramis discussed that the sign ordinance would need to be reviewed to see if flags are regulated under that ordinance, though typically they are excluded. C. Adlong reviewed the flag information and doesn't feel that it falls outside of any rules.

C. Ford discussed that several City Council members also sit on the Parkway Committee. He discussed that a notice was received via email today about payment of the commitment that the City of Dundee has made to support those activities. C.A. Daykin did not recall receiving a bill via email though he will look into the matter; the bill is typically sent in the mail.

C. Ford discussed that at the last meeting he and C. Weaver both agreed to serve in the recruitment process for the City of Dundee Fire Chief. He announced that their first work session will be Thursday, April 8, 2021 at 4:00 pm.

C. Ford expressed concern that as the weather is getting warmer the speed of cars seems to be increasing going up Ninth Street to Worden Hill Road. C.A. Daykin offered to request that the police do additional patrolling in the area. He also explained that the City has noted an uptick in citations that are generated from Ninth Street. M. Russ suggested that consideration could perhaps be given to placing a flashing light just up the hill from Alder (on the uphill side) in the future. It was noted that the cost of such a device would likely cost approximately \$5,000. C. Ford suggested that even a 25 mph speed sign would likely be helpful as a way of reminding drivers of the speed in the area.

C. Kelly explained that since the start of the construction work on the highway he has noted an increase in traffic traveling up First Street and turning left onto Dogwood Drive, then speeding through there to cut over to Alder and probably on up the hill. He expressed concern about a number of cars traveling at speeds well over 40 mph on Dogwood Drive as well. He inquired about striping the street on Dogwood Drive. C.A. Daykin will request more patrols from NPD as well as request the placement of the portable speed trailer. C. Crawford discussed that there is also increased traffic on Alder Street as well as a huge car transport trailer which is always parked on the downhill side; two cars cannot pass on that street with the trailer present. C.A. Daykin explained that if they are complying with the parking requirements then there is nothing that the City can do to address this; the issue has already been raised to NPD and at this point they have not been out of compliance. Brief discussion ensued. C. Weaver discussed some of these issues with speed in town and voiced support of the placement of the portable speed trailer. The impacts of traffic through town during the construction was also briefly discussed.

### **Mayor's Report**

M. Russ discussed that there will a special meeting of the Parkway Committee this week as things are quickly changing. He explained that the Committee is hopeful to be able to call the space between Dundee and Dayton shovel ready really soon and get it funded along with the segment up Rex Hill as well. The interchange at Dundee will be discussed further once the City hears back from ODOT.

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

C.A. Daykin discussed that he and the City Planner met with a consultant representing the school district on property in the Riverside area that they are looking at for the new elementary school. He explained that the piece is the same specific piece of property between the bypass and Edwards south of Eighth Street. C.A. Daykin discussed that the school district is doing its due diligence and gathering their information about the land use process that the City would require for them if they were to acquire that property for the purpose of building a new school. He explained that a school was not a use that was anticipated in the 2011 Riverside District Master Plan; following review, their conclusion is that if the school district wishes to proceed with this property at the very least the City is going to have to come back and revisit the Plan to complete an amendment to the Comp Plan and to the Riverside District Plan; this will need to be carried forward through the normal procedures. C.A. Daykin discussed that the school district didn't view this as being overwhelming and are simply completing their due diligence at this point in time, though there was discussion about whether or not this could be a legislative initiative as opposed to a formal application process.

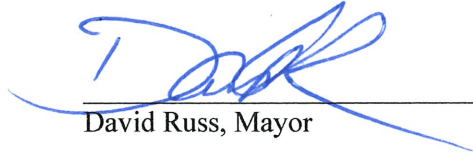
C.A. Daykin discussed that he had an uncomfortable conversation with DEQ this morning who told him to expect to receive notice of penalty, which he did for noncompliance with our TMDL

requirements. The Notice was composed of two main issues, including late reporting and not following through on some items, though their biggest issue they had is not dealing with one of the objectives in the original Plan which is coming up with regulations regarding riparian areas. On their advice, the City will appeal their penalty and go through a process to find a path forward to the satisfaction of all parties. C.A. Daykin explained that at this point in time City Staff will more than likely be having a crash course on riparian areas with the City Council.

**Public Comment**

None.

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

  
\_\_\_\_\_  
David Russ, Mayor

Attest:

  
\_\_\_\_\_  
Rob Daykin, City Administrator/Recorder