

**CITY COUNCIL MEETING  
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April 20, 2021**

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**City of Dundee**  
**City Council Meeting Minutes**  
**April 20, 2021**

**Call to Order**

In the absence of Mayor David Russ and Council President Storr Nelson, City Councilor Tim Weaver called the meeting to order at 7:01 P.M.

**Council and Staff Attendance**

Present: Mayor David Russ (7:20 P.M.); Councilors Tim Weaver, Ted Crawford, Jeannette Adlong, David Ford, and Patrick Kelly. Absent: Storr Nelson. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; Brent VanKeulen, Interim Fire Chief; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Via Zoom: Dean Kampfer, Municipal Marketing Manager, Waste Management (WM); Mike Jeffries, WM; Gary Nelson, District Office Manager & Evan Burmester, Area Pricing Manager, Waste Management; and Matt Compton, Chehalem Park & Recreation District (CPRD).

**Agenda Changes**

Old Business Item 6.3 Fire Chief Recruitment Process was added to the meeting agenda, though it was noted that this item will be discussed as the first item of Old Business tonight.

**Public Comment**

None.

**Presentation: Waste Management – 2020 Annual Report/Rate Adjustment**

Evan Burmester, Area Pricing Manager, WM, introduced himself as well as Dean Kampfer, Mike Jeffries and Gary Nelson. He provided a visual presentation for Council. Gary Nelson presented the Services & Operations Report. He reviewed local WM operations and reviewed services provided to the City of Dundee as shown on page 10. He highlighted, regarding industrial services, that in 2020 there were only 277 hauls which was down from 460 hauls in 2019. Nelson reviewed details of the District Operations Report on page 11. Burmester reviewed the 2020 Detailed Cost Report on page 12. He highlighted the approximate \$85,000 drop in revenue from 2019 to 2020 which he discussed in detail based on the chart provided. Additional details were reviewed. Burmester pointed out that the projected rate of return for 2021 is 1.8%, which he explained leaves them short of their target of 10%. C. Crawford expressed concern about the forecasted revenue for 2021 being the same as 2020. Burmester explained that they forecast known and measurable expenses and revenues; they have always used their historical financials as their forecasting basis for the following year. C. Crawford pointed out that all indications show that the economy is revving back up and suggested that WM should receive close to the same numbers seen in 2019 for 2021. Burmester discussed that though he cannot say that WM will have the same exact year as 2019-2020, for forecasting purposes this is the way that WM has always submitted their detailed cost report to the City, and they are taking into consideration that there are probably going to be some changes year over year. He pointed out that if there were significant changes where revenue did recover, that is something where they would be in position to actually file for a rate reduction at next year's detailed cost report submittal. Additional details from page 12 were reviewed. Burmester reviewed the proposed options as outlined on page 13. C. Crawford inquired about whether there is any anticipation that the roll offs will increase.

Burmester discussed that the roll offs are predominantly seasonal business which occur from July-September; the fires which happened in 2020 impacted the number of hauls which would have happened otherwise. Burmester discussed page 14 regarding subscription glass service and noted that the glass depot at the transfer station would still remain open as well. A potential franchise fee increase was discussed as outlined on page 15. Burmester reviewed rate comparison information as shown on pages 16-18. C. Crawford inquired about whether WM will raise rates for the City of Newberg this year to which Burmester indicated is being proposed though they have not gone before the City Council yet; discussion ensued. Burmester discussed some of the differences between the WM residential, commercial & industrial revenue in Newberg and Dundee, and pointed out the predominance of the wineries in Dundee driving a significant portion of the revenue; there is more consistent business in Newberg. Burmester reviewed the potential options as outline on page 19 and reviewed that the potential implementation of a subscription glass service as well as potential increase to the franchise fee were also items for Council to consider.

C. Ford voiced support of C. Crawford's concerns and additionally expressed concern that the historical information from 2020 is being used to forecast for 2021; this was a very unique and unusual year that doesn't typically occur and to use that data seems unrealistic. C. Ford explained that as a business owner himself, he is quite uncomfortable with that approach. He also expressed concern about the implementation of a glass service during a year when there will also be a potential rate increase and franchise fee increase. Though Burmester indicated that he agreed where Ford was coming from, he explained that WM has tried to remain consistent in their approach in the years they have submitted a detailed cost report to the City. He acknowledged that Corona Virus has put things in a unique situation, but he pointed out that it did bring to light some issues with the disparity of rates between the lines of business. Burmester pointed out his belief that WM has done a good job in Dundee over the years; Dundee has some of the lowest rates in Yamhill County. He acknowledged that it does seem to be a substantial increase in one period and offered that WM could potentially go back and discuss some different options. He explained that there were an infinite number of options they could have presented before the Council, so he tried to present the three he thought were the most reasonable and made sense.

C. Kelly discussed that he had previously inquired about glass service as he makes bimonthly trips to the transfer station to recycle glass. He pointed out that for him the fee for the glass recycling would be worth it to him to not have to make those trips. He voiced support of the program, especially given the fact that it is a voluntary subscription. Kelly did voice concern about the proposed 9.1% increase for residential customers.

C. Adlong inquired about the process of setting up the glass recycling in Dundee. She reviewed the method of introduction to the program in Newberg which involved a letter being sent out advising customers that glass recycling service would be provided to them (for a cost) and if they were not interested, they would need to opt out. C. Adlong expressed concern that interest in the glass program will likely be limited given the other potential increases in likely to occur; she is hesitant to introduce this program on such a year if the goal is to gain 50% support. She also voiced concern about a potential 9.1% increase in a utility.

C. Weaver inquired about when any potential increases would be implemented to which Burmester explained that typically any increases would be implemented as of July 1, 2021.

M. Russ also voiced agreeance that historical information from 2020 should not be used to forecast for 2021, though he voiced support of some level of an increase and suggested Council make a proposal since there has not been an increase since 2018. C. Crawford pointed out that many businesses have already been hit hard this year. Discussion ensued and M. Russ voiced

support of an “opt-in” for a potential glass program as opposed to an “opt-out” process for enrollment.

C. Ford discussed his belief that a majority of an increase should likely go to residential though also favored a small CPI type of increase for businesses, though he also felt WM should build back towards creating less disparity between the lines of business over time. He voiced support of WM reevaluating and bringing back another option that includes splitting the difference between 2019 and 2020 to see what those numbers might look like. He voiced a smaller incremental increase to residential along with a small CPI increase to businesses; he voiced support of holding off on the glass recycling option for another year if there is a large increase to residential.

C.A. Daykin pointed out that one of the reasons for the large increase may be because the last time rates were increased was 3 years ago. C. Crawford pointed out that there has been a 1.5% inflation rate over the last 3 years. M. Russ supported further review by WM following these deliberations.

Dean Kampfer voiced appreciation for Council’s input. He discussed that 2019 was a good year with a lot of construction taking place and perhaps a peak year. He discussed that while he understands the impacts of these types of increases, it has been a few years since a rate adjustment. He recommended considering a 3% increase on the commercial & industrial (while hoping they get back to the same levels of 2019), and then perhaps a 6% increase on the residential to then evaluate. Kampfer voiced support of the glass recycling option as there are a lot of citizens who do want the glass program. He explained that they will keep the transfer station open for those who wish to drive there and drop off. He pointed out that the program is a subscription service. Kampfer discussed that one thing they liked about the approach they used in Newberg and Yamhill is that this puts it out and allows the customers try it for a month before the containers are removed. He explained that with the glass recycling campaign a letter would be sent out, perhaps even allowing customers to opt out before the carts are even delivered. Kampfer discussed that carts would be delivered, the program can be tried out for a month, and if the customer elects not to use it they can let WM know and they will pick the cart up. He explained that this type of introduction into the program has allowed them to be very successful in driving the participation in these types of plan. Discussion ensued. C. Crawford voiced support of attaching a letter to the cart itself detailing the program and explaining the opt-out process. Kampfer voiced support that this could be done as well though explained that this can be a complex process for rental properties.

C. Kelly inquired about whether a lot of glass is seen within regular trash locally. Gary Nelson explained that glass is found in both the garbage and the comingle recycling containers in the local areas. Kampfer discussed that while minimal, there are some companies who are actually paying for glass; it truly can be recycled as opposed to being thrown away and is a program they really encourage. C. Adlong inquired about the cart size to which Kampfer explained is a 35-gallon size with a lid; the cart can be serviced with an automated truck. C. Weaver inquired about the profitability of the glass recycling program long-term. Kampfer explained the current trend of glass recycling off to the side and not part of comingle programs in Oregon. Nelson discussed that a present the City of Dundee is essentially surrounded by glass routes and it would be easy for them to include glass service for residential Dundee operationally. Kampfer explained that the value of the material doesn’t cover the costs of the collection and marketing of the materials.

The consensus of Council was to support a 3% increase for commercial customers along with a 6% increase to residential, and the introduction of the glass recycling program option.

Discussion ensued regarding a potential increase to the franchise fee. C.A. Daykin pointed out that every other franchise agreement that the City has is paying a 5% fee; WM is the only one that is not. C. Ford inquired about whether a decision pertaining to the franchise fees needs to be made tonight or could be made in the future. C.A. Daykin offered that he could provide both options to Council at the next meeting so that a decision can be made at that time. It was noted that Newberg's franchise fee is 5%.

## **Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, April 6, 2021; Item 5.2 OLCC Liquor License Application, Dundee Hills Distilling Company, LLC; and Item 5.3 OLCC Liquor License Application, Dundee Hills Distilling Company, LLC. **The motion** passed unanimously.

## **Old Business**

### **Fire Chief Recruitment Process**

C.A. Daykin explained that he and Interim Fire Chief VanKeulen have been working with the Committee and the consultant in trying to put together a package of materials for recruitment; some concerns were raised with the competitiveness of the current salary for the fire chief position. It was noted that though the advertisement flyer is ready to go, they desire to discuss the issue of salary with Council prior to moving forward. Chief VanKeulen explained that the discussion in the work group, along with the consultant, included conversation about how attractive the Dundee Fire Chief position appears to be. Though the consultant felt there were many strong points including the nice community, growth potential, elected officials are behind improving services, strong volunteer core, etc., the one concern the consultant had was that the top of the pay range is low in the comparative recruitments that she does around the State of Oregon. Chief VanKeulen discussed that at present there is a local recruitment open right now for a training officer position/volunteer coordinator in Lafayette/Carlton at the suggested range presented tonight. Chief VanKeulen explained that making this change will present the best opportunity to get the highest qualified candidates for the Fire Department. C. Ford discussed his belief that one of the challenges is having a fire chief live in the community or at least nearby the community; this will be a challenge at the pay rate available. He stressed the importance of the Fire Chief being close at hand as they are a hands-on individual with the Department, and not only an administrator. Discussion ensued. Chief VanKeulen provided a visual exhibit showing the City's standard salary schedule with the nine steps for positions at this time. C.A. Daykin explained that the top part of the chart would represent if the current salary schedule was increased by the proposed COLA of 1.45% starting July 1, 2021. He pointed out that the yellow highlighted line for the Fire Chief represents the modification of moving the position from range 46 to 48. C.A. Daykin explained that the positions with an asterisk next to them on the top chart represent positions which are continuing to receive range increases over the next two years as part of a 2018 Study that the City Council approved. He discussed that the second schedule on the lower half of the page reflects these position ranges reaching their top range for comparison purposes. C.A. Daykin discussed that the very bottom chart compares the ratio of the fire chief position to the city administrator and to the fire department staff at the current range of 46 and the proposed range of 48. C.A. Daykin clarified that the request from Staff tonight is that consideration be given to changing the Fire Chief range from 46 to 48 effective July 1, 2021 for the purposes of this recruitment process. C. Crawford inquired about what salary would be required to afford a home in Dundee. Chief VanKeulen discussed that in the recruitment they have expanded the residency requirement to the distance of Newberg in an effort to expand housing options but still be close by to the station. It was noted that Dayton and Lafayette may also be residency options as well. M. Russ voiced support of trying to work with the salary figures if possible because it is his belief that there may be some experienced candidates seeking

a more rural position in the market. Chief VanKeulen pointed out that the suggested range change moves the position closer to comparable sized agencies, including the local position which just opened up. He discussed that as the City doubles in size and potentially more fire fighters are added and things become more complicated, the Fire Chief's responsibilities will respond with that as well. As the Department evolves, Chief VanKeulen would anticipate that the Fire Chief who is hired will have these conversations with the City Administrator as things move forward. Fire Chief position would be able to grow with the Department. Discussion ensued and Chief VanKeulen explained that in the future the work group could potentially reconvene to figure out how to create a financially sustainable model for the fire department. Chief VanKeulen explained that his suggestion would be to get a work group put together and start looking at grant funding and potential revenue options. Chief VanKeulen discussed that part of what drives the market and sets the scale for a Fire Chief position are Oregon's collective bargaining laws; like sized entities stay together in compensation packages. Discussion ensued. C. Crawford expressed concern about hiring a Fire Chief who will stay long-term given the salary limitations. C.A. Daykin explained that the consultant felt that the proposed range change is a good first step for purposes of recruitment; future ongoing discussions will be had regarding compensation for all fire positions over the coming months. C. Weaver voiced support of the salary proposal and suggested that one target group may be the retirees; discussion ensued. The consensus of Council is to change the Fire Chief salary range from 46 to 48. C.A. Daykin explained that when the salary schedule is adopted beginning July 1, 2021, this change to the Fire Chief salary range will be reflected at that time.

C.A. Daykin discussed that the City Handbook policy regarding recruiting for a new position includes their placement in a trial period for the first six months. He explained that the Committee had discussed this and don't feel it is appropriate for this type of position. C.A. Daykin explained that one of the issues with the trial period is that while vacation hours are earned, the employee is not allowed to use vacation hours, and if the employee is dismissed or terminated before reaching "regular status" then the value of those accumulated vacation hours are not provided. He discussed that the Committee felt this was a detraction against the recruitment process for this position. C.A. Daykin explained that Staff proposes not using the trial period for the Fire Chief position; this will only impact the use and accrual of vacation time. Chief VanKeulen discussed that the position is an at-will employee already. M. Russ suggested that setting a limit on the amount of vacation used within the first six months may be a good idea. C. Weaver and C. Adlong suggested that limiting the employee to not taking off more time than their accrual. Discussion ensued. M. Russ suggested amending the Employee Handbook be amended to reflect that the trial period does not apply to the executive class employees (managers). C. Atty Tim Ramis discussed the process involved in making this type of amendment. C.A. Daykin suggested that this could be done by indicating that employee positions exempt from mandatory overtime would be excluded from the trial period. The consensus of Council was move forward with making this change to the Employee Handbook.

Chief VanKeulen provided an overview of the recruitment process. He provided a Council with a visual picture of the Fire Chief advertisement flyer; he will also provide copies to Council via email. Chief VanKeulen discussed the process involved with the development of the flyer and especially the drafting of the "Ideal Candidate" portion. It was noted open recruitment will begin tomorrow; the flyer will be posted on the City website. Chief VanKeulen explained that candidates will have approximately 2.5 weeks to complete the application, and then Staff will have a week period of time where applicants will be screened to ensure that they meet the minimum qualifications. Following that process, Chief VanKeulen explained, candidates will be invited to attend a virtual interview process. He discussed that the interview panel will be comprised of members of the stakeholder group; a person from each stakeholder group will be included on the interview panel. Chief VanKeulen explained that the interview questions will be

constructed based off of the ideal candidate description. He discussed that following that interview process, a top candidate along with 1-2 alternates would hopefully be brought back to Council in an executive session. Brief discussion ensued and Chief VanKeulen noted that the goal would be a July 1, 2021 placement. C. Atty Ramis discussed that a public hearing allowing comment on the criteria for the Fire Chief position would be required prior to an executive session. Brief discussion ensued regarding this process.

### **Highway 99W Improvements Project Update**

C.E. Reid discussed that at this time Kerr is finishing up the rock placement and subgrade stabilization on the northbound lane and are hoping to get a new asphalt submittal approved and start paving next week. He explained that they will begin working on the new storm system on the southbound side and will be placing rock along this side next week as well.

C. Crawford inquired about whether the patterns on the sidewalks will be placed; the new sidewalk near 12<sup>th</sup> and Maple doesn't appear to have a pattern. C.E. Reid discussed that this is an issue which has come up as they began the sidewalks before they looked at the plans and realized there was a score pattern and decorative panels to be dealt with. He explained that sidewalks were poured without the two decorative panels that needed to be placed; discussion ensued. C.E. Reid discussed that they will be cutting out some sidewalk sections in order to get the panels back in, and are planning to come back and complete the scoring with the saw cuts as was done in Phase A. C.E. Reid addressed additional Council questions.

C.A. Daykin discussed that City Staff were surprised that ODOT came back to the City and said they negotiated a change order with the contractor to reduce the price of the double dipped conduit in their bid tabs and are ready to proceed with all of the electrical conduit work including the franchise work. Though City Staff had previously told Council that this work would not be completed and could be done as an actual design later on, the project now will be completed for the original price which was estimated for that work. C.E. Reid explained that the water work came in over budget, and once they took the franchise conduits out it will reduce the City costs by a little over \$40,000, which is just under what he had estimated for the overall project in the beginning. He discussed that the risk is that electrical conduits will be placed without a PGE design; there may be some need to adjust where those conduits are placed once the PGE design is received, and it is known where the vaults really need to be placed. C.E. Reid explained that a lot of conduits are being placed that may not be filled for the main crossings across Seventh Street and Ninth Street, though they will be under the highway and the task completed; there may need to be some adjustments on where they're routed in the future. He discussed that the project includes not only the main crossings at Seventh & Ninth Streets, but also some service crossings to help the City underground the service laterals along the westerly side of the highway as well. Given the concern about the PGE design, C.E. Reid indicated that he reached out to PGE and communicated through email with their engineer. Though the engineer felt things looked adequate, there may need to be some adjustments when they get into the final design. The consensus of Council was to proceed with the undergrounding work now.

M. Russ voiced that he has been impressed with how well Kerr/ODOT have managed to continue to maintain access to local businesses and streets during the construction work. C. Weaver noted that the work done thus far has been very impressive. C.E. Reid discussed that the work is moving fast; it is his hope that the work may be completed this season.

C. Kelly inquired about when First Street and Dogwood Drive become a detour during the construction project. C.E. Reid explained that this won't likely be needed until diversions are needed during the paving of the northbound lane; this may occur next week and additionally only during certain phases when work is being done in that intersection. Brief discussion ensued.

### **Myrtle Street Sidewalks**

C.E. Reid reviewed that in some areas the curbs are okay though in other areas there are issues that need dealt with; the main concern is with regard to the driveways. He pointed out that when the driveways and sidewalks are done, curbs will also need installed. C.E. Reid explained that it would be best to complete all of the work at once though the City does not have the funds to complete all of this work. It was noted that 5 out of 14 property owners attended the on-site meeting on April 15<sup>th</sup>; two of the property owners were onboard with the work, the other three said they would get back to the City though have not. It was noted that the most cost-effective way of completing the work is to complete it all at the same time. C.E. Reid discussed that given the lack of public support and the fact that the City cannot afford to help property owners additionally with the LID, then the City could come back when the northern section of Myrtle Street work (between Thirteenth & Eleventh Streets) is being completed to saw cut approximately 2 feet of the new asphalt to get in the driveways. He explained that a decision could be made about whether to leave some of the curbs or if they will all be sawcut and new curbs, sidewalks & driveways are placed at that time. C.E. Reid pointed out that in this scenario the City would more or less by double paying for that strip to complete the work. Detailed discussion ensued pertaining to the driveway, sidewalk & curb replacement process, and Council questions were addressed. C.E. Reid discussed that at this time in his opinion there was not enough interest received from property owners to move forward with an LID for this project at this time. He suggested that educating the property owners further and with additional interest, perhaps the work could be completed during the next phase of Myrtle Street as it does need done. The consensus of Council was to move forward with the SCA Project as originally planned.

### **New Business**

#### **Farmers Market Proposal - CPRD**

Matt Compton was present at the meeting tonight and available to answer questions. C. Crawford inquired about parking and Compton explained that the initial plan for parking is to use the existing parking spaces next to Dundee Billick Park and Dundee Elementary. He discussed that CPRD talked with Larry Hampton at the school district to see if there were any concerns up front though there were not; permission was granted for CPRD to use the school parking lot for event purposes with the understanding that it will need to be evaluated over the course of the summer to see if there would be any issues with the start of school in September. C. Crawford inquired about whether parking in the field would be an option. Compton noted that it would likely be an option though not their first choice. He discussed that the farmers market would be located on the Saunders estate across the street from the school in the existing area next to the barn & shed areas. No new concrete or gravel would be added for the farmers market. C. Crawford inquired about how many vendors are signed up at present to which Compton confirmed there are 15 registered vendors, though they anticipate having approximately 20 vendors by the time the market opens. Compton explained that 20-25 vendors for the first season of a farmers market would be good for establishing a new event. Brief discussion ensued. Compton explained that CPRD became involved in the Newberg Farmers market approximately 2 years ago; between the work they do with that market and the connections they have with the Sherwood Saturday Market, they have a good sense that they will be able to fill vendor spaces and that a fair amount will be produce focused.

C. Adlong reviewed that the property is presently zoned residential, as well as Billick Park. C. Adlong inquired about whether it should be assumed that when the plans go through Planning Commission and Council that there will be zone change to change the land to public. C.A. Daykin voiced that he would recommend that change and noted that if it were zoned public, it could be used as a farmers market. Brief discussion ensued.

C. Kelly inquired about whether CPRD would be providing trash and recycling receptacles for the farmers market. Compton discussed that CPRD will be removing trash following the event either that evening or the next morning. He explained that farmers markets operate differently during COVID than would typically be seen; there won't likely be an established sit-down space for eating as would typically occur. Paper waste would only be minimal though CPRD would ensure that the property is left in good repair. C. Crawford inquired about whether the barn will be used in any capacity and Compton explained that though it may be used for storage of tents, it would not be used for housing vendors and will be closed to the public.

M. Russ voiced concerns about a farmers market being similar to a food court in some ways and discussed that per City Code there is a requirement that it be located on pavement. He expressed concerns about the event being held in a grassy area and discussed the potential trip hazard. M. Russ discussed that CPRD could also host this type of event at property across the street in the paved parking lot where people could also park. He discussed that this may provide for a better opportunity for this type of event. M. Russ expressed concern about providing a variance for this type of event without a hardship. C. Ford voiced that a variance can also be provided for the public good of the community as well. He discussed that if there is a public benefit to having a farmers market and it is something supported by the community and adds value & benefit to the community, then he felt a variance would be appropriate in that circumstance. C. Ford voiced support of the farmers market idea though didn't feel a strong preference for whether it were located on pavement or grass. C. Adlong recalled a previous bazaar of sorts which was held in the described location near the barn; she felt comfortable with the safety in that location and noted that there is some rock located in that space already. She voiced support of the farmers market at this time (interim use) though doesn't support the event long-term if the land is not converted to public zoning. C. Crawford voiced agreeance with this as well. M. Russ voiced support of having a farmers market in Dundee; it would be good for Dundee and the tourism industry. M. Russ inquired about whether a fee could be imposed for a variance to which C. Atty Ramis explained would be at the discretion of Council both in terms of the duration as well as the prospect of a fee, which could be imposed as a condition. C. Ford pointed out that he would support a fee structure if it weren't benefitting the community; he views a farmers market more as a benefit to the community and felt that a fee structure would be punitive in his viewpoint.

C. Adlong inquired about whether there would ever be any music or noise associated with the farmers market beyond the normal level. Compton indicated that he does not believe this to be the case, especially initially. He discussed the current COVID restrictions and explained that last year the Oregon Farmers Market Association suggested markets don't have music at their events; CPRD adopted this for the Wednesday market last year which will likely be their position for the duration of this season as well. Compton explained that music is often desired at farmers markets, though the volume is often maintained at reasonable levels to allow for easy conversation between customers and vendors.

Brief discussion ensued and it was noted that if the special use variance were provided, it could be revoked if it were to become a nuisance. The consensus of Council is to allow the farmers market as a special authorized use. C.A. Daykin indicated that will bring a resolution back to Council at the next meeting, which would provide another opportunity to change the conditions at that point in time.

### **Auditing Services Proposal**

C.A. Daykin noted that Ryan Pasquarella is available tonight to answer questions from Council if needed. C.A. Daykin briefly reviewed his agenda report on page 89 and noted that the pricing has only modestly changed from the prior year. A **motion** was made and seconded to accept the

proposal from Grove, Mueller & Swank, P.C. for auditing services. M. Russ inquired about (when needed) whether auditing services fees for DURA would fall under the current contract or be required to contract separately. C. Atty Ramis explained that an audit contract could separately provide for DURA. **The motion** passed unanimously.

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

C. Adlong stressed the importance of public works placing bags on the newly planted trees around town, especially given the very dry month thus far. She noted that the trees are already looking stressed, especially those planted on the fishhook just up the hill from Niederberger Road. Discussion ensued about climate changes in our area and the potential effects on the trees. C.A. Daykin indicated that he would discuss this concern with Chuck Simpson, PW Superintendent, first thing tomorrow. C. Crawford pointed out that approximately 80% of the trees that were planted on the berms on the bypass down by the river are now dead. C. Adlong pointed out that the cedar trees planted cannot survive here and are not native to the area.

C. Adlong recalled previous conversations about the City newsletter being available digitally, while also looking into the costs associated with continuing to publish it on occasion. She discussed her experience receiving her electronic bill and notification within about the newsletter. C. Adlong voiced concern that the City is losing contact with Dundee residents utilizing this method. She reviewed that in this scenario there are many community members who are now not receiving the newsletter information. Discussion ensued. M. Russ voiced support of an annual publication as well and discussed that this is an important communication tool between government and the public. C. Crawford voiced support of printed newsletters. C.A. Daykin explained that this could be discussed at the first Budget Committee meeting because at this time these costs are not reflected in the budget. C. Ford voiced support for biannual or quarterly newsletter publication if the budget would allow as this is valuable information for the community. C. Weaver voiced support of biannual mailings as well and suggested that social media may also assist in providing the community with information in the future as well.

### **Mayor's Report**

None.

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

C.A. Daykin discussed that the budget document will be ready for pick-up sometime after noon on Friday, April 23, 2021; an email will be sent out.

### **Public Comment**

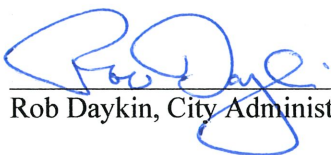
None.

The meeting was adjourned at 9:04 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder