

City of Dundee
City Council Meeting Minutes
May 2, 2023

CALL TO ORDER

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

COUNCIL AND STAFF ATTENDANCE

Mayor David Russ; and City Councilors David Ford, Tim Weaver, and Jeannette Adlong (via Zoom).
Absent: Councilors David Hinson, Bruce Starr and Storr Nelson.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance: Gary Nelson, Waste Management; Ryan Pasquarella, Grove, Mueller & Swank, P.C., Certified Public Accountants, 475 Cottage Street NE, Suite 200, Salem, OR 9730; Saj Jivanjee, 32730 NE Old Parrett Mountain Road, Newberg, OR; Alex Chiper, 520 SW Fifth Street.

AGENDA CHANGES

Draft City Council Minutes from April 18, 2023 were provided to Council; Council will review them and they will be added to the next meeting on May 16, 2023.

PUBLIC COMMENT

None.

CONSENT AGENDA

Action: To approve the consent agenda;

- 4.1 Budget Committee Appointments
- 4.2 OLCC Liquor License Application, Wooden Heart
- 4.3 Monthly Finance Update

Motion: C. Weaver

Second: C. Ford

Vote: Unanimous in favor.

OLD BUSINESS

Resolution No. 2023-03 Increase in Waste Management Fees

ACTION: Adopt Resolution No. 2023-03, a resolution adopting solid waste & recycling service rates for Waste Management Oregon, Inc.

Council briefly reviewed the increase in service rates. Concerns were expressed about the increase though it does seem necessary.

Motion: C. Adlong

Second: C. Weaver

Vote: Unanimous in favor.

Ordinance No. 581-2023, Regarding Planning Commission Officers

ACTION: Adopt Ordinance No. 581-2023, an ordinance relating to officers of the Planning Commission and amending the Dundee Municipal Code.

C.A. Dahl affirmed that the Planning Commission supports the ordinance. The title of the ordinance was read. There was brief discussion.

Motion: C. Ford

Second: C. Adlong

Vote: Unanimous in favor.

NEW BUSINESS

Audit Presentation

Ryan Pasquarella, Mueller, Grove & Swank, P.C., introduced himself to Council and provided the audit presentation for the year ended June 30, 2022. He noted that the audit was delayed, and a 3-month extension filed, due to staff turnover and document reconciliation. He reviewed in detail their report beginning on page 19 of the meeting agenda packet. He discussed the adjusting journal entries completed on page 23. Pasquarella addressed Council questions. He discussed that it is very common for cities the size of Dundee to operate on a cash basis. Pasquarella highlighted information contained in their letter dated March 29, 2023 beginning on page 24. The Independent Auditor's Report was briefly reviewed with pertinent information discussed and Council questions addressed. The audit process and State reporting were briefly reviewed. Pasquarella discussed the importance of establishing consistent checking and balancing processes in place for utility adjustments and write-offs for error and/or fraud prevention; discussion ensued. He pointed out that good general controls have been observed in all areas; they strive to locate areas where improvements can be made. Pasquarella reviewed and highlighted the audit financial information; he provided additional feedback and offered suggestions for best practices.

Extension of Linden Lane

C.A. Dahl briefly discussed the topic and encouraged Council to consider the extension of Linden Lane without a full plan of what exactly will occur on the property and also whether a complete street is desired now or later when the development happens. C.A. Dahl discussed potential processes moving forward, including what the role of City Council would be.

Saj Jivanjee, 32730 NE Old Parrett Mountain Road, introduced himself and provided detailed background information. He reviewed information contained in his letter to Council dated May 1, 2023, a copy of which was added to the meeting agenda materials. Jivanjee described different potential development design ideas for his property, including public improvements. He discussed that he is willing to give the city the portion of his land needed to complete the Linden Street extension, though he requests that the city complete all of the improvements. Lengthy discussion ensued and it was noted that more information and details are needed. Council voiced initial support of the idea presented though information regarding costs, etc., would need to be obtained before any decisions could be made. It was also noted that it is not unheard of to ask developers to dedicate street and complete the improvements as part of developing. The consensus of Council was to support the grading of Liden Lane at this time and support for staff taking next steps to gather cost information; also, the next step would be for Jivanjee to go to the Dundee Planning Commission. C.A. Dahl addressed additional questions from Jivanjee. Brief discussion ensued and C.A. Dahl also indicated that he will discuss some of Jivanjee's questions with the planning department.

COUNCIL CONCERNS AND COMMITTEE REPORTS

C. Adlong discussed that the Parks Advisory Committee will meet tomorrow evening to select the exterior colors of the restroom facility and discuss park rules & the parks portion of the city website. She informed that the city is still waiting to receive final approval for the tipsu palah park Land & Water Conservation Fund grant, which probably won't occur for a couple of months.

MAYOR'S REPORT

M. Russ inquired about the accounting staff and C.A. Dahl indicated that Crystal Roach's last day is scheduled for June 2, 2023 at this time.

M. Russ expressed concern about properties in Dundee with weeds growing approximately 2 feet tall at this point. C.A. Dahl indicated that his plan is to address the concern with Chuck Simpson, Public Works Superintendent, later this week.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl informed that 12 volunteers canvassed the city and the rural fire district last Saturday.
- C.A. Dahl informed that two pumps went out at the WWTP, as well as one pump go out at the headworks. City staff is considering having those rebuilt as long the outer casing is still good.
- C.A. Dahl explained that both municipal court judges that the city has used for traffic court have recently resigned for health reasons. He explained that staff has reached out to a couple of judges to discuss the position.
- C.A. Dahl discussed that he met again yesterday with Mike Dorostkar, the property owner at 309 N. Hwy 99W, regarding Unique Auto. He indicated that Dorostkar is still working on his plan; C.A. Dahl provided answers to questions he had. C.A. Dahl discussed that he will meet with him again mid-month. M. Russ requested Council be apprised of the plan moving


forward. C. Adlong expressed concern about the banners being more pronounced and perhaps not in compliance with the sign ordinance. C.A. Dahl will investigate the matter further.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

The City Council entered Executive Session at 8:35 P.M. in accordance with ORS 192.660 (2)(d) to consider deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session ended at 8:43 P.M. and the Council did not reconvene.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder