

**CITY COUNCIL MEETING  
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May 3, 2022**

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**City of Dundee**  
**City Council Meeting Minutes**  
**May 3, 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, Tim Weaver and Jeannette Adlong. Attendance Via Zoom: Councilor Storr Nelson.

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

**Public Attendance**

Alex Chiper, 520 SW Fifth Street; and Korie Buerkle, Newberg Public Library.

Attendance Via Zoom: Rebecka Ratcliffe, Newberg Public Library, and residing at 1039 SW Arrowhead Place; and Allen Holstein (8:00 P.M.).

**Agenda Changes**

A presentation from the Newberg Public Library Board was added to the agenda.

**Public Comment**

None.

**Presentation: Newberg Public Library Board**

Rebecka Ratcliffe, Newberg Public Library Advisory Board, introduced herself to Council as did Korie Buerkle, Interim Library Director. Buerkle provided Council with a handout announcing that basic library cards will now be available for Dundee residents. Ratcliffe discussed the basic library card benefits, which differ some from a full library card. She explained that full library cards are still available for the annual fee of \$79.

Ratcliffe discussed the goodwill gesture of this new program and noted that it is subject to change at the mercy of the budget or management discussions of other government entities. She explained that at this time the Newberg Public Library has agreed to absorb the cost of creating the library cards and serving these patrons, and the Chehalem Cooperative Regional Library Service (CCRLS) has also agreed to absorb the costs on their end. Ratcliffe pointed out that it's possible that this is not a permanent solution and recommended discussions begin about how this could become a permanent solution for the future. She reviewed information included on page 2 of the handout. Incremental options were briefly discussed as an avenue to create uninterrupted and permanent access/partnership for the citizens of Dundee.

Buerkle provided clarification that the new program is available to those within the city limits of Dundee as well as rural residents of Dundee. It was noted that prior to the implementation of this new basic card program, the school district and the City of Newberg provided library cards to those students within the school district for free, though those cards only allowed students to check out library materials from the Newberg Public Library itself and did not provide access to the additional 18 libraries. Discussion ensued. Buerkle reviewed that each family member is eligible to have their own library card with the new program.

C. Nelson inquired about whether the library has the ability to track library card use with regard to the new program. Buerkle affirmed that she can track whether a card is in service and being used, though likely cannot track how many items are being checked out. She offered to provide those statistics to City Council a year from now. Buerkle reviewed that at this time approximately 1000 people have cards within Dundee and the surrounding rural surrounding area. Ratcliffe discussed that the Newberg Public Library has agreed to forgo the revenue that they receive from these out of area cards in favor of expanding the service area; the cost is approximately \$12,000/year to expand the base of cardholders.

Ratcliffe encouraged Council to publicize the availability of the library cards and the new program. She offered to assist with an article for an upcoming city newsletter. She asked Council to consider making a commitment to explore further joining a library system so that this access can be made permanent and so that Dundee can help shape the direction and become a full voting entity within the system.

Alex Chiper, 520 SW Fifth Street, inquired from the audience about whether there is any data from the past 5 years to know how many new library cards were requested to assist in determining whether this service is really needed in Dundee. Ratcliffe discussed that the circulation desk at the library tracked requests for a month and found there to be an average of 7-10 requests a week from people who either can't afford or don't feel it's worth the \$79 fee to pay for a card.

Buerkle briefly discussed that there is a library App available now for cell phones which allows a person to access their library card electronically for fast and easy checkout or review of their account.

M. Russ discussed that the likelihood of the City of Dundee having excess funds to put towards a library program this year is very low. Ratcliffe noted that this was not their expectation but that the goal was simply to begin the conversation and perhaps determine whether it is a priority for the city, or a priority for the voters. M. Russ thanked Buerkle and Ratcliffe for introducing the card program tonight and initiating a conversation. C. Ford voiced support for a future city newsletter article about the new card program along with additional advertising to help assist in determining the interest level in the community.

## **Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, February 15, 2022, and Item 4.2 Financial Report Ending March 31, 2022. **The motion** passed unanimously.

## **Old Business**

### **Dundee Equity, Diversity, and Inclusion Strategy**

Council discussed the DRAFT on pages 31-33 of the meeting agenda packet. M. Russ presented "DRAFT B" and provided Council members with a copy. He explained that he modified the paragraphs for the core principles that will not put the City in a compromising position, either for opening doors for potential lawsuits or to violate The Constitution. Lengthy discussion ensued and thoughts and ideas shared regarding drafting the Dundee Equity, Diversity, and Inclusion Strategy. C. Ford felt that the opening paragraphs offer statements of belief while his view is that it should be a policy statement about equality, diversity and inclusion.

C. Crawford inquired about whether this strategy has any legal weight. C. Atty Kahl discussed that this is a Resolution and not an Ordinance; it is not policy but is a strategy document, and

potentially the groundwork for something more in the future. It was noted that the original reason for the development of such a strategy was to meet a grant requirement. Discussion ensued and C. Adlong provided additional explanation about the requirements for the USDA grant; a strategy would also be helpful for future grant applications as well.

Council discussed the strategy document at length and provided their ideas, revisions and suggestions, working towards a final draft of a strategy document. C.A. Dahl reviewed and clarified the changes and will provide Council with an updated DRAFT document prior to the next Council meeting for their review and comments back to him. The plan will be to bring back an updated draft document for Council approval at the next meeting.

## **New Business**

### **Letter to Yamhill County About Change of Zoning**

C.A. Dahl discussed that upon completing some research, he found that the zoning of the property was changed last year. He explained that a use change was done on the property; this type of change doesn't require notification from the County. C.A. Dahl reviewed that the City provided water to this property in 2021. Discussion ensued and Council felt that perhaps the property changed hands as the plans for development seemed to have changed. The letter on page 35 of the agenda packet was reviewed. C.A. Dahl suggested that this letter could be provided to the County; reinforcing the trees around the property might be helpful though the zone change has already occurred. C. Nelson indicated that he knows the company associated with the discussed property and will abstain from any voting on this topic.

C. Adlong pointed out that though the arborvitae have been planted, there is no landscaping in the area of the building; there is a big gap between the trees and the building which looks unsavory. Discussion ensued and C. Nelson clarified that there are supposed to be some large maples which are 20 feet tall by 20 feet wide, and there is also supposed to be a continuous run of arborvitae (with gaps where the maple trees are located as shown on the diagram). C. Adlong inquired about the anticipated level of noise from the location to which C. Nelson explained would likely be minimal; the property includes a small yard area where equipment is parked at night for use during the day. There would be no room for stockpiles of crushed rock, recycled asphalt or anything of that nature.

C. Adlong voiced support of the letter from M. Russ. She also voiced supported of the lighting being shielded and is hopeful that they would follow the city sign ordinance if a sign is placed. The decision was made to revise the letter to include addressing proper light shielding.

### **Contractor for Accounting Position**

C.A. Dahl discussed that the current office manager at City Hall, Sheryl Hartman, will be retiring on June 30, 2022. He reviewed the information contained in his meeting agenda report on page 55. C.A. Dahl explained that he would like to bring Crystal Roach in to begin training on Caselle next week with Council approval. C. Ford suggested that advertising for Hartman's position should begin as soon as possible. C.A. Dahl explained that he is not necessarily thinking that a new hire would automatically be the office manager. He explained that he hasn't yet had a chance to sit down with the office staff to review their job descriptions and determine their interests moving forward; he would like to complete this task prior to advertising for the vacant position so that he knows exactly what he and the other office staff will be looking for in a new employee. M. Russ voiced support for completing a needs assessment prior to moving forward. Discussion ensued regarding the office position and initial goals for the proposed contracted employee. C. Ford voiced strong support for assessing the office staff and determining the office needs as soon as possible; a full-time accountant level position may not be needed long-term. C.

Adlong voiced support of discussing with the long-term employees their interests and desires for the future, and being flexible about how the positions are structured moving forward.

C.A. Dahl discussed that the audit was finally completed today; this process will begin again relatively quickly. He explained that there is a lot of catch up work to be done at the office over the next 2-3 months, and noted that an accounting position can take months to fill. C.A. Dahl explained that it is his intent to assess the office and then develop the job description; he will try to recruit for the position as quickly as possible. C. Ford felt the City should not be paying accountant rates for regular administrative office work; he felt it would make the most sense to have an accountant focus on completing only that type of more complex work. He felt that it would make more sense to hire a different temp employee to assist with additional general office work which needs caught up on. C. Ford also expressed concern about the proposed contracted employee working from home three days a week, while only working in the office two days a week. He recommended a 30-day assessment. C.A. Dahl explained that initially the contracted employee would plan to spend 3 days a week at the office for training. Brief discussion ensued. M. Russ felt that utilizing a contracted employee temporarily will provide C.A. Dahl an opportunity to better assess the office and be money well spent. **A motion** was made and seconded to contract out the position of accounting specialist for the city for the next 60 days. **The motion** passed unanimously. Council requested the city administrator to complete an office assessment of the staffing requirements and report back to City Council. Brief discussion ensued regarding looking to the future to consider potential administrative needs with increased growth in the city.

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

C. Crawford inquired about an incident which occurred recently at the corner of Alder Street and Upland Drive involving a fire hydrant. C.A. Dahl briefly explained that an uphill improperly secured boat and trailer rolled down the hill and hit and displaced the fire hydrant, causing some flooding to a nearby home as well as damaged landscaping. C.A. Dahl discussed that city crews responded as quickly as possible to shut off the water. He explained that the city is in the process of purchasing a new fire hydrant at a cost of approximately \$6,000, though there have been recent issues with receiving equipment and an exact delivery timeframe is unknown. C.A. Dahl explained that he did notify the city's insurance company about the incident though no claim has been filed.

C. Adlong informed that the Parks Advisory Committee will meet tomorrow evening. She discussed that C.A. Dahl had suggested the possibility of a ribbon cutting ceremony for tipsu palach park. It was noted that there will be an event held there Memorial Day weekend; it would make sense for a ribbon cutting ceremony to be held before that time. Brief discussion ensued and May 24, 2022 at 6:00 p.m. was selected for the ribbon cutting ceremony. C. Adlong supported mowing the park and weeding of the flower beds to be completed prior to the event. Brief discussion ensued regarding grant applications for the park.

### **Mayor's Report**

M. Russ discussed that he has received complaints from a local resident about local food trucks not being parked on pavement. It was noted that the food truck at Alit is sitting on the grass and the truck located at the Arco station is sitting off of the driveway on gravel. M. Russ pointed out that there is a third truck located at the Methven property. Ensuring that all food trucks are properly permitted was of importance to M. Russ.

M. Russ inquired about the code enforcement policy as it relates to the Unique Auto business on Highway 99W. C.A. Dahl discussed that he has gathered background information though hasn't

yet had an opportunity to move forward; he has been busy with budget preparations and will address that concern as time allows.

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

C.A. Dahl discussed that the office staff have asked that City Hall remain closed on Fridays until July 1, 2022 to allow them to continue to make progress on work they are behind on; progress has been made over the past several weeks.

C.A. Dahl discussed that the MBR installation began yesterday. The project is expected to take a month or month and a half to complete.

C.A. Dahl discussed that the new part-time temporary public works employee will start work on May 15, 2022. He will plan to work for the city over the summer and was also noted to be one of our volunteer fire fighters as well.

C.A. Dahl informed that Fire Chief Hamilton is away from the station this week and attending the Fire Chiefs Conference in Bend, Oregon.

### **Public Comment**

None.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder