

**CITY COUNCIL MEETING
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June 7, 2022**

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City of Dundee
City Council Meeting Minutes
June 7, 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 Patrick Kelly, Ted Crawford, Jeannette Adlong and Tim Weaver.
Attendance Via Zoom: Councilor Storr Nelson. Absent: Councilor David Ford.

Staff Attendance: Steve Dahl, City Administrator; Bill Monahan, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

None.

Agenda Changes

None.

Public Hearing: Budget for Fiscal Year 2022-2023

Mayor Russ called the hearing to order at 7:01 P.M. to consider the budget for the fiscal year 2022-2023.

Staff Report

C.A. Dahl explained that the budget presented represents the budget which was approved by the Budget Committee; changes made during the process are highlighted in yellow. C.A. Dahl reviewed information contained in his meeting agenda report on page 1. Brief discussion ensued.

Public Testimony

None

Additional Staff Comments

None.

Mayor Russ closed the hearing at 7:05 P.M.

A motion was made and seconded to pass Resolution No. 2022-10, a resolution adopting the 2022-2023 fiscal year budget, appropriating funds and levying property taxes for the fiscal year 2022-2023. **The motion** passed unanimously.

Public Comment

None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Items 5.1 City Council Goal Setting, Session 1, March 16, 2022; Item 5.2 City Council Goal Setting, Session 2, March 17, 2022; Item 5.3 City Council Minutes, May 17, 2022; Item 5.4 Financial Report Ending April 30, 2022; and Item 5.5 Replacement Water Meters Purchase. C.A. Dahl answered brief questions pertaining to the financial report. **The motion** passed unanimously.

Old Business

Oregon DEQ TMDL Quarterly Update

C.E. Reid reviewed information contained in his memo on page 103. He discussed his opinion that Pacific Habitat Services, Inc. (PHS) would be best able to address appropriate solutions which meet the specific needs of the city. Brief discussion ensued regarding the scope of work to be completed. Council inquired about whether review and assistance in developing the ordinance was included in the proposal. C.E. Reid affirmed that he did discuss with PHS including some work for review of the ordinance language; this is likely bundled into the stakeholder meeting portion of the proposal. It was noted that the scope of work may need to be adjusted as the project moves forward. Discussion ensued. **A motion** was made and seconded to authorize City staff to enter into a contract with Pacific Habitat Services, Inc. for the third party review of the Riparian and Stream Protection Ordinance. **The motion** passed unanimously.

New Business

Resolution No. 2022-11, Salary Schedule

C.A. Dahl provided a brief overview and clarification of the information presented. **A motion** was made and seconded to pass Resolution No. 2022-11, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for fiscal year 2022-23. **The motion** passed unanimously.

Resolution No. 2022-12, State Shared Revenues

A motion was made and seconded to pass Resolution No. 2022-12, a motion declaring the City's election to receive State revenues. The motion passed unanimously.

Resolution No. 2022-13, Municipal Services

A motion was made and seconded to pass Resolution No. 2022-13, a resolution certifying municipal services provided by the City of Dundee. **The motion** passed unanimously.

Fire Chief Residency Requirement

Chief Hamilton was present and available to answer questions. It was noted that the residency requirement was included within the fire chief position announcement; Chief Hamilton does not have a contract. Chief Hamilton discussed that historically fire chiefs have lived within the community they serve, though this trend has started to fade over the past 5-7 years; discussion ensued. Chief Hamilton discussed that the fire service is a paramilitary organization with a rank structure; the community is not left unprotected and he comes in after hours if there is an issue or incident that requires it. Discussion ensued and he explained that there is incident command presence on scene through an agreement with TVF&R in Newberg; whenever they attend a working incident, the Battalion Chief accompanies them. Chief Hamilton explained that this service has continued since he came on board a year ago and has been working well. C. Atty Monahan discussed that he talked to C.A. Dahl regarding this issue; the requirement doesn't appear to be in any code provision and is not a state law. He discussed that it's a rule of thumb to try to get the best potential coverage in the case of an emergency; there is an agreement, though there is the ability to modify that. C. Atty Monahan discussed that enforcement of the Agreement, however, would also provide the Chief with options of his own to consider and whether he would continue to remain in the position. M. Russ reviewed that this is an at-will employment and is at the discretion of C.A. Dahl. C.A. Dahl encouraged that residing within a 30 minute drive would be his preference. Chief Hamilton voiced appreciation for their understanding.

Property Damage Repair

C.A. Dahl discussed that this damage was found last October or November. M. Russ suggested that monitoring the work Ziplly completes may be a good idea to avoid similar situations in the future. C.E. Reid discussed that it is difficult to track their work; there have been repair issues in the past, which were briefly reviewed. **A motion** was made and seconded to authorize city staff to hire Black Rock Underground to repair a punctured pipe on Dogwood Street and allow the City Administrator to sign the property damage release form. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford inquired about a strip of gravel in the street on Red Hills Drive which has remained unfinished. C. Adlong discussed that the area had been worked on by public works; they had to cut through the street and the gravel area is a result of this work. C. Crawford explained that the area is a trip and slipping hazard, and inquired about when this will be addressed further. It was noted that the area is approximately 100 feet in length and lies diagonally across Red Hills Drive. It was noted that there are a lot of walkers that walk this street as there is no sidewalk present in this area. C. Adlong pointed out that this section of street is quite narrow with a row of evergreen trees planted along one edge of the city street in this location, as well as a huge sequoia tree directly across the street. She noted that the evergreen trees were planted on city property and were not allowed to be planted in this right-of-way location. C. Adlong voiced support of the trees being trimmed back or removing them as they are only a foot away from the street pavement. C.A. Dahl offered to look into the tree issue as he is unfamiliar with this concern. He explained that repairing the street as a standalone project would be very expensive; he will look into combining this work with a larger project in the city. C.A. Dahl indicated that he will take a look at the concern on Red Hills Drive and discuss the matter with Chuck Simpson, Public Works Superintendent. C.E. Reid discussed that repairing with Cold Patch might be an option, though it doesn't typically last as well; a better option would be to complete the work as an additional project along with a local paving project and place hot mix. It was noted that Cold Patch would work better than gravel in the interim.

Mayor's Report

M. Russ discussed that he received a call from Dave Haugeberg this morning. He explained that OTIB has provided an interest rate of 3.25% to provide the city with the matching funds for the bypass. He noted that this rate is a little higher than Newberg, McMinnville and the County. Brief discussion ensued.

M. Russ discussed that while he was getting gas at the local Arco station today, he noted that the taco truck food vender appeared to be running an orange electric extension cord from the truck back to the station, as well as what appeared to be a gray water line hose running down to the ditch next to the railroad tracks. He asked that C.A. Dahl look into the concern which he indicated that he will do tomorrow.

City Administrator's Report

C.A. Dahl discussed that during the last week of May mowing notices were sent out to those properties with vegetation growing tall.

C.A. Dahl discussed that on Sunday, May 29, 2022 the WWTP overflowed because SCADA failed to send a notice to Staff that it was endanger of overflowing. As a result the WWTP did indeed overflow and into the side of the plant where work was being completed (the new filters were partially installed); the filters are being removed and inspected as they weren't yet ready to handle that type of activity. Additional costs of \$3600 will be added to the project as a result. C. Crawford inquired about whether anyone was at the WWTP at the time when incident occurred,

though it was noted to have taken place at 1:00 A.M. or 2:00 A.M. when no one was present. C.A. Dahl discussed that he and Superintendent Simpson had begun working on a new SCADA system about 1.5 months ago (prior to this event), though the local company they had been working with hasn't yet provided a proposal. C.A. Dahl explained that Simpson will be checking to see if a proposal can be completed in a timely manner so that the SCADA system can be updated. He also explained that they are waiting to attach the filters because the brass clips (which are supposed to go into the wall and connect the filter) have not yet been received; at this time there is no date from the manufacturer and thus it is not known at this time when the project can be completed. M. Russ suggested that if there is one clip available as a sample, perhaps contacting a local sheet metal shop might be a faster option to have some made, depending on the supply issue.

C.A. Dahl discussed that letters have been mailed out to food truck vendors who are in the wrong locations. He explained that he provided a window until June 20, 2022 for them to get them moved back correctly. C.A. Dahl noted that he will review the code requirements in detail. Discussion ensued.

C.A. Dahl discussed that the Fire Department was awarded a wildfire grant to pay for two part-time employees for the summer. He is hopeful that the grant will be received by the 21st of June. Chief Hamilton explained that the grant will allow them to hire two full-time seasonal status fire fighters. The grant was noted to be completely funded by the Oregon State Fire Marshall's office; the grant was for \$35,000. Chief Hamilton explained that one requirement is that the fire fighters must be already trained; this will assist in increasing the response capacity across the State. He noted that they will be eligible to respond to the wildland conflagrations as well as man the fire station if city staff are sent out. Brief discussion ensued.

C.A. Dahl explained that he and C.E. Reid have been discussing the Alder Street project. He reviewed that placing a sidewalk on the left side of Alder Street had been discussed, though the project has not yet gone out to bid (he expects it to go out to bid soon). He inquired about whether Council spend the money to place the sidewalk for the one house. C.E. Reid discussed that he met with the property owner located next to the Sherwood property; the property owner was very concerned about the city using 10 feet of her property and placing a sidewalk across there, which she felt might impact the access to her property. He explained that she inquired about whether a sidewalk in this location was really necessary, especially since it essentially goes to "nowhere" on that side of the property. C.E. Reid explained that following this conversation he began to question whether indeed it was really necessary to build that sidewalk through the Sherwood property at this time. He provided Council with a map reflecting the sidewalk removed, a copy of which was added to the meeting agenda materials. C.E. Reid explained that he could also easily add the sidewalk feature back to the plans as well. He discussed that removing the sidewalk doesn't impact his design of the project; he would grade the area out for a sidewalk to provide for the addition of it in the future, if desired. C.E. Reid discussed that omitting the sidewalk for now would provide an opportunity to see how one sidewalk on one side functions. He explained that the timeframe for adding a sidewalk on the other side, particularly with some of the slope issues present on the properties uphill of the project on that side, and the fact that the city doesn't have right-of-way on a couple of them, is unknown. C. Adlong inquired about whether having a sidewalk on both sides of the street was a condition of the grant, and C.E. Reid noted that city staff would need to look into whether one sidewalk would be sufficient and meet their approval. Discussion ensued and Council members voiced their approval of that decision and noted that aesthetically it would look better to have one complete sidewalk going all of the way up. C.E. Reid pointed out that in the future when the street is widened Council would have the option of adding the second sidewalk, if desired. Discussion ensued. C. Nelson inquired about whether a curb would be placed to which C.E. Reid confirmed. Moving forward

with collecting the funds (including the sidewalk) now was supported; this will allow for the project to be completed in the future.

C.E. Reid met again with Mr. Sherwood last week because he was concerned about his roof drains; he wanted to make sure the city would be tying those in because there are roof drains coming off of both garages. He also brought to C.E. Reid's attention the fact that his laundry facilities, which are in his basement, apparently are piped across the street and bubbles up into the ditch on the northeasterly corner of Ninth and Alder Streets. C.E. Reid explained that he is currently trying to sort this out and figure out why that wasn't tied in back in the 1960's when they built that sewer trunk through the area and the septic system converted. Brief discussion ensued and C.E. Reid noted that this issue will be corrected.

C. Crawford inquired about how much the Ninth & Alder Street intersection would change if a roundabout is added. C.E. Reid referenced the plan and offered a detailed explanation of how it would be adapted to meet that need. He explained that he ended the sidewalks on the plan prematurely to accommodate the future roundabout. Discussion ensued.

The consensus of Council was to move forward without the sidewalk in the above discussed location unless this interferes with the grant specifications. C.E. Reid inquired about what landscaping would be desired for the bulbout areas. He explained that if a sidewalk is not placed, then he will not place a crossing at the previously discussed location. Candlesticks will be placed. C. Adlong requested additional time for consideration; she would like to view similar nearby bulbout areas in Newberg prior to offering her suggestions. The addition of reflective paint on the curbs was suggested.

C.E. Reid informed that he has made contact with the new lead for PGE regarding undergrounding projects; he will be working on cost estimates for Ninth Street to come up with the construction costs for the vaults and infrastructure, except for the private side house conversions. C.E. Reid explained that the new lead will be providing him with the cost estimates so that city staff can have an idea of the cost of getting the infrastructure in the ground; he will also provide information about what the increase rate would be on the rate payers if it were forced upon them to pay for the undergrounding. He explained that if the city could fund the placement of the vaults and conduit in the ground, PGE would pull the wire and do the undergrounding at their cost. The new contact at PGE will also provide cost estimates for this scenario as well. Discussion ensued and C.E. Reid discussed his hope that Ninth Street will be undergrounded as part of the upcoming project.

Public Comment

None.

Executive Session was added to the meeting agenda by mistake; there was no executive session held.

The meeting was adjourned at 8:19 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder