

**CITY COUNCIL MEETING  
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June 21, 2022**

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**City of Dundee**  
**City Council Meeting Minutes**  
**June 21, 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, and Tim Weaver (7:10 P.M.).  
Attendance Via Zoom: Councilors Storr Nelson and David Ford (experienced technical difficulties throughout the meeting). Absent: Councilor Jeannette Adlong.

Staff Attendance: Steve Dahl, City Administrator; Sheryl Hartman, Office Manager; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Rob Daykin, 720 SW Scotsman Court.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, June 7, 2022; Item 4.2 OLCC Application, North Valley Vineyards; Item 4.3 Grove, Mueller & Swank, P.C. Audit Services Contract; Item 4.4 Mid-Willamette Valley Council of Governments, GIS Services Contract; and Item 4.5 Update – City Council Goals. C. Ford identified a typo in the City Council meeting minutes from June 7, 2022 where a reference was made to C.A. Daykin rather than C.A. Dahl on page 2 in the Staff Report section. **The motion** was amended and seconded to approve the Consent Agenda with the edit replacing C.A. Daykin’s name with C.A. Dahl’s name on page 2 of the City Council meeting minutes. **The amended motion** passed unanimously.

**Old Business**

**Accounting Position Contract**

C.A. Dahl discussed that Sheryl Hartman will be retiring and moving to California. He explained that Hartman has been working with Crystal Roach over the past two months to train her on the city accounting system; Roach is also composing a job description/training manual for the position. C.A. Dahl discussed his plan to begin recruitment for a new finance director for the city next week. He suggested that the city retain Crystal Roach for the next four months to maintain the accounting programs and assist with training a replacement for the position. C.A. Dahl noted that the contract is the same as previous though includes four months of employment beginning July 1, 2022. Hartman was available to answer questions pertaining to the need for a 40-hour/week accounting position.

M. Russ discussed that significant effort is also being made by Roach in the creation of an operating manual for the position. C. Ford inquired about budget impacts of the contract. Dahl

explained that there is enough money in the budget to cover the costs; brief discussion ensued. Dahl discussed that the market for this type of position is very tight and may be challenging to fill in a timely manner. **A motion** was made and seconded to allow the City Administrator to contract out the position of accounting specialist for the next four months. **The motion** passed unanimously.

C. Dahl praised Sheryl Hartman and thanked her for her work at the city spanning nearly twenty years. He presented her with a flat of local strawberries.

## **New Business**

### **Fueled by Fine Wine Event**

C.A. Dahl highlighted information contained in his meeting agenda report on page 34. Brief Council questions were addressed. Dahl noted that the organizer had indicated that they are expecting approximately 850 people for the event. **A motion** was made and seconded to authorize the temporary closure of Fifth Street and grant the noise variance for the Fueled by Fine Wine 5K and Half Marathon as requested. **The motion** passed unanimously.

### **Resolution No. 2022-14, Contract for Judicial Services**

C.A. Dahl reviewed his agenda report on page 44. There was brief discussion. C.A. Dahl provided an edit to correct the Resolution number to 2022-14. **A motion** was made and seconded to pass Resolution No. 2022-14, a resolution appointing Clifton Ross as Municipal Judge and authorizing the Mayor to sign a contract with him for those services. C. Crawford inquired about how much time Judge Ross typically spends monthly at court. C.A. Dahl discussed that 30 minutes to 2 hours of time is typically required depending upon the case load. **The motion** passed unanimously.

## **Council Concerns and Committee Reports**

C. Crawford inquired about city landscaping maintenance and specifically expressed concern about weeds growing up around signs. C. Dahl discussed that public works has been doing a lot of mowing and landscaping maintenance as time allows. He discussed that recently they have been focused on maintenance at the Viewmont Trail, though he will ask that they prioritize the signs. Concern was also expressed about the grass getting tall at tipsu palach park as well. C.A. Dahl explained that spraying will be done soon; it has been a difficult task to accomplish given the rainy spring weather. He also noted that the new public works employee will begin on July 11, 2022, though noted that public works will be losing their part-time seasonal employee who has accepted a full-time temporary position at the fire department; public works will seek a replacement for the part-time position. Discussion ensued and C.A. Dahl discussed his frustration with the weeds growing up along the sidewalks of Highway 99W; he is discussing these concerns with ODOT. C. Crawford expressed concerns about trash potentially clogging the drain basins along Highway 99W if it is not managed well. Discussion ensued.

C. Crawford praised Staff for getting the new banners hung on the highway. C.A. Dahl explained that the company who hung the winter snowflakes were not available to come and hang the banners until the beginning of July; he asked public works to hang them this time. C. Crawford noted that the Tourism Committee will be discussing hanging seasonal banners at their meeting tomorrow.

C. Crawford discussed that the property behind the post office which has used trail on it has not been mowed. He inquired about whether there is an agreement with the city about mowing the property in exchange for its use as a trail. C.A. Dahl was unaware of any such agreement though offered to look into it further.

C. Crawford explained that the city received a grant previously which provided landscaping and plants along Fifth Street between Highway 99W and the post office. He explained that he recently walked past the area and though he could still see some of the plants, the weeds are prevalent in the area. He suggested this area be addressed so that the landscaping can be saved. C.A. Dahl indicated that he will add this space to the list for public works.

C. Ford tried to express a concern about Viewmont Trail, though he was unable to communicate effectively at the meeting due to technical difficulties. C.A. Dahl will reach out to C. Ford through email tomorrow to address the concern.

M. Russ inquired about the status of the local food trucks which C.A. Dahl had sent letters to. C.A. Dahl explained that the food truck at Alit Wines relocated to the parking area where it is now located. C.A. Dahl noted that the other food truck located at the Arco Station has not yet moved; he will reach out to them with a second letter requiring them to take action prior to the end of the month or they will lose their business license.

M. Russ expressed concern that when the decorative snowflakes are hung in the wintertime they are not on a timer of any sort and are lit all day. He discussed that he has asked C.E. Reid on several occasions about the possibility of installing a timer or photo cell for the outlets on those poles. C.A. Dahl indicated that he will discuss this with C.E. Reid and report back.

### **Mayor's Report**

M. Russ praised C.A. Dahl for doing a good job and voiced appreciation of the Council goals updates as well as supporting the creation of the operating manual/job description for the accounting position.

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

C.A. Dahl discussed that his 6-month review will be up at the end of August; he asked Council to consider when and how they would like to handle this process.

C.A. Dahl discussed that the brackets for the membranes at the WWTP were received two days following the last Council meeting when they were discussed. He explained that the brackets have been placed on the walls and the membranes will be going up this week or early next week.

C.A. Dahl discussed that the approved manhole project has been completed.

C.A. Dahl explained that the signs for the seven properties still needing mowed will be installed this week following review by the City Attorney.

C.A. Dahl discussed that cold patch has been applied to the section of road on Red Hills Drive which had been previously discussed at the last Council meeting. He explained that there are an additional four areas which need addressed with hot patch, though Chuck Simpson, Public Works Superintendent, has not yet been able to find someone to complete the task.

C.A. Dahl discussed that all but three of the banners have been placed; the poles were too low for three of them. He will discuss this issue with the Tourism Committee tomorrow.

C.A. Dahl discussed that the Viewmont Trail drinking fountain has been repaired for the third time. Brief discussion ensued regarding the fact that the damage has been caused by people in this more remote park setting.


C.A. Dahl discussed that he met with Civil West today regarding the Storm Water Master Plan. He indicated that he will talk to C.E. Reid regarding the conversation. C.A. Dahl felt the conversation with Civil West went well today, though there were a couple of sections that he thought were not well done; it also seemed as though the representative was in agreement with him though he did request the final payment. C.A. Dahl discussed that he will also have a conversation with the City Attorney as he is not happy with how the information has been presented as well as the work completed. M. Russ voiced support of providing Civil West with some type of a progress payment if C.A. Dahl felt that were indicated.

C.A. Dahl discussed that the next City Council meeting is scheduled for July 6, 2022, though he only has one item for the agenda at this time, which could be moved to the second meeting in July. It was also noted that Monday is the July 4<sup>th</sup> holiday. Following brief discussion, Council opted to cancel the July 6, 2022 City Council meeting. The next meeting will be held on Tuesday, July 19, 2022.

**Public Comment**

None.

The meeting was adjourned at 7:35 P.M.

  
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David Russ, Mayor

Attest:

  
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Steve Dahl, City Administrator/Recorder