

**CITY COUNCIL MEETING  
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September 6, 2022**

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**City of Dundee  
City Council Meeting Minutes  
September, 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 Ted Crawford, David Ford, Bruce Starr, and Tim Weaver (7:05 P.M.). Attendance Via Zoom: Councilors Storr Nelson and Jeannette Adlong. Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Melody Osborne, Administrative Assistant and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Attendance In Person: Alex Chiper, 520 SW Fifth Street.  
Attendance via Zoom: Liz Johnson

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

C.A. Dahl discussed that the monthly financials normally are provided at the first City Council meeting of the month. He explained that Staff is still in the process of inputting the budget information; financials will be provided as soon as they are available. **A motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, August 16, 2022. **The motion** passed unanimously.

**Old Business**

**City of Dundee Website**

C.A. Dahl reviewed that one of the Council priorities for Staff this year is to update the city website. He explained that Melody Osborne, Administrative Assistant, is present this evening to learn what their priorities are as she manages the website. Council discussed that navigating the website can be confusing. They also discussed website content and storage needs; 3-5 years of content from City Council meetings was desired. Osborne provided a brief overview of the contents of the website and explained that storage capacity for the website can be increased to unlimited for a minimal price. It was noted that statistical information pertaining to the website usage could be helpful. Updating the photos on the website was suggested; photos of the new highway and perhaps the holiday decorations would be nice to include. Osborne discussed previous photo updates and affirmed that she is able to update that information on the site itself. Discussion ensued and more specific suggestions were provided which they felt may make the website more easy to navigate. The consensus of Council was to support Osborne in reviewing and updating the website, and only purchasing the unlimited data once it's needed.

**Quarterly City Newsletter Options**

Osborne briefly reviewed some of the contents of her memo beginning on page 31 of the meeting agenda packet. It was noted that \$10,000 was provided in the budget for the city newsletter this fiscal year, which should be enough funds to provide the additional three editions of the

newsletter to complete the budget year. This would also provide an opportunity to better identify the exact costs associated with producing the newsletter at the new printing location to assist in determining future budget needs. Osborne reviewed delivery information, including delivery to rural Dundee. It was noted that online the newsletter is shown in color format; the newsletter is printed in black & white to save on costs. The consensus of Council was to resume printing and mailing the newsletter; they would like to receive feedback following the distribution of the first couple of editions.

### **City Council Meeting Protocol**

M. Russ reviewed that there have been a couple of different discussions regarding this issue previously. Council discussed in-person vs. attendance on Zoom; pros and cons of each were discussed. The consensus of Council was to encourage in-person attendance for City Council members unless there are extenuating circumstances requiring Zoom attendance; and to notify Mayor Russ and city staff know when Zoom attendance is necessary. It was noted that during times of potential technical difficulties for anyone attending via ZOOM, as long as a quorum is present in-person, the meeting will continue. C. Atty Kahl will check into whether a meeting could continue if there were a quorum at the beginning which was lost mid-meeting.

### **Resolution No. 2022-16 ODOT Bypass Loan Amendment #3**

Council briefly discussed the information presented in the meeting agenda report beginning on page 41. M. Russ explained that this resolution is the finalization of the update to the loan; brief discussion ensued. M. Russ noted that in speaking with Dave Haugeberg this week, there had been something in the contract they had looked at which didn't include a provision about being able to take on additional funds...., though C.A. Dahl didn't recall knowing anything about this type of an issue though offered to verify the information and bring the item back to a future meeting. Following brief Council discussion about the concern, the consensus was that the amendment reflected the information satisfactorily. C.A. Kahl noted that the pages for this agenda item were somewhat out of order in the packet. **A motion** was made and seconded to approve Resolution No. 2022-16, a resolution authorizing and approving Amendment #3 to the loan agreement between the State of Oregon acting by and through its Department of Transportation and the City of Dundee, a Municipal Corporation of the State of Oregon, dated July 1, 2013 (The "Loan Agreement"). **The motion** passed unanimously.

## **New Business**

### **Water Bill Appeal**

Osborne reviewed the unfortunate set of circumstances surrounding the water bill appeal. She explained that through the leak adjustment application process, the bill for Ms. Patnode was able to be reduced by \$854.44, leaving a balance of \$1,052.44. Her granddaughter, Liz Johnson, joined the meeting from out of state via Zoom on her behalf. Osborne addressed brief Council questions regarding the calculations involved in the leak adjustment process. The circumstances surrounding the leak were discussed. Also, Osborne explained that in 2009 City Council passed a revision of the ordinance governing utility billing; discussion ensued. Liz Johnson introduced herself to Council and thanked them for their time and consideration. She provided an overview of the leak events and noted that her grandmother is 89 years old and is on a very fixed income. Johnson expressed appreciation for the credit of the \$854.44, though unfortunately the remaining balance is still greater than Patnode can afford to pay and is causing her a lot of stress. Detailed discussion ensued regarding potential options and the importance of not setting a precedence. Osborne explained that she does a lot of leak adjustments annually, though noted that it is very rare that she suggest someone appeal to Council. Additional discussion ensued. Osborne explained that with this additional credit, she will be able to place the customer on a payment plan that would make monthly payments more reasonable. It was noted that Osborne did contact YCAP about this situation and circumstances, though the assistance program which had been in

place has been stopped. A **motion** was made and seconded to offer an additional 50% reduction on the \$854.44 charges, in the amount of 427.22, for Glenna Patnode's account, and extend the payment terms to twelve months. **The motion** passed unanimously.

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

C. Adlong informed that there is a Parks Advisory Committee meeting scheduled for tomorrow evening (September 7, 2022). She announced that the Oregon Department of Parks and Recreation has granted their request for a \$75,000 grant for the tipsu palach restroom facility. It was noted that the city has not yet received official written notification. C. Crawford noted that the Rotary Foundation has a \$15,000 check they would like to present to the city as well. He will send an invitation to C.A. Dahl and C. Adlong to request their attendance at a future Thursday morning meeting.

### **Mayor's Report**

M. Russ noted that five people have filed to run for the three open City Councilor positions while only one has filed for the position of Mayor.

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

C.A. Dahl discussed that last month he and staff reviewed the budget. He explained that though he had previously mentioned that the HRA VEBA wasn't included in the budget, the previous city administrator, Rob Daykin, recently informed him that this was included in the larger medical life insurance portion of the budget. C.A. Dahl also explained that the Astound franchise fee seems to have been credited to PGE for unknown reasons.

C.A. Dahl informed that Melissa Lemen has agreed to take on the accounting position starting in October. He explained that his plan would be for Crystal Roach to provide training for four months and a temporary employee (or temporary to potentially permanent employee) would be hired to take over Melissa's present position. Brief discussion ensued.

C.A. Dahl discussed that the audit process will begin the third week of September.

C.A. Dahl explained that Fire Chief Hamilton has been working on the fire in southern Oregon. He noted that a city vehicle has been contracted out which will earn the city \$1,190 per day; though a majority of that goes towards salaries, etc., the city will receive some funds.

C.A. Dahl discussed that last week the concrete work was done to seal up the sewer lines. He explained that during the process one property owner's restroom was impacted, though there was no damage to the house. The city will provide a \$100 credit towards their utility bill as a courtesy. It was noted that the project should be completed by Friday or early next week.

### **Public Comment**

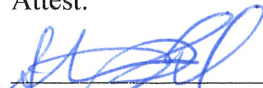
None.

The meeting was adjourned at 8:18 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder