

**CITY COUNCIL MEETING
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September 20, 2022**

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**City of Dundee
City Council Meeting Minutes
September 20, 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 Storr Nelson, Ted Crawford, David Ford, Tim Weaver, Jeannette Adlong and Bruce Starr.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Brandon Hamilton, Fire Chief (7:15 P.M.); and Melissa Lemen, Administrative Assistant.

Public Attendance

Alex Chiper, 520 SW Fifth Street; and Alex Schoebel.

Agenda Changes

Financial Report Ending July 31, 2022 was provided to Council for their review.

**Public Hearing: Application for a loan from the Oregon
Transportation Infrastructure Fund**

Mayor Russ called the hearing to order at 7:02 P.M.

Call for Abstentions, Conflicts of Interest and Objections to Jurisdiction

None.

Staff Report

C.A. Dahl reviewed information contained in his report beginning on page 1 of the meeting agenda packet. He noted that copies of the present city budget, budget documents for the three years prior, as well as the capital improvement plan are documents which he is happy to provide Council upon their request; it is information they have previously reviewed.

C.A. Dahl addressed Council questions and explained that a roundabout is not included as a part of this project, nor is the work on Alder which would connect to that; this work will be bid as one large project to economize costs. Discussion ensued and it was noted that the roundabout is located outside of the urban renewal district. C.A. Dahl provided clarification that obtaining this loan would begin the process for the Ninth Street component of a larger project. He also confirmed that the bid (which would go out in January 2023) would be inclusive of both Alder Street and Ninth Street improvements, though not a roundabout.

C.A. Dahl explained that technically the Urban Renewal Agency will be obtaining the loan as they are a separate agency according to Oregon law; the city will be provided the funds to complete the project. C.A. Dahl felt that since the two agencies will be working together to get the project done (the City and the Urban Renewal Agency), both agencies should approve it so there are no misunderstandings at the Oregon Transportation Infrastructure Bank (OTIB) about the process. Detailed discussion ensued. C. Ford felt it appropriate that the City Council review the loan documents, though he wasn't sure it was necessary for Council to make a motion to approve them. C. Atty Kahl affirmed that the Resolution would need to be adopted by the loan applicant, which in this case would be the Urban Renewal Agency. He suggested that a

resolution or motion could be made for the consent to partner with the Urban Renewal Agency for the loan application process. C. Atty Kahl discussed that OTIB may prefer that both the City and the Urban Renewal Agency sign on the application as the repayment sources would be coming from both entities. M. Russ felt that the Resolution provided doesn't apply in this instance though suggested that a revised resolution indicating the support of the city would be more appropriate. C. Ford requested that a more detailed document be provided which outlines the roles and responsibilities of both the City of Dundee and the Urban Renewal Agency; this information could then be provided to OTIB and shared with the community.

Public Testimony

None. C.A. Dahl affirmed that no letters were received to his knowledge.

The public testimony portion of the hearing was closed at 7:18 P.M.

Additional Staff Comments

None.

The City Council took no action.

Mayor Russ closed the hearing at 7:20 P.M.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, September 6, 2022 and Item 5.2 Update – City Council Goals. **The motion** passed unanimously.

Old Business

Changes to OTIB Loan

C.A. Dahl discussed that he has not yet received the updated approved verbiage for the OTIB Loan to provide to Council. He spoke with David Haugeberg yesterday who explained that they have been working on the updated verbiage though it hasn't yet been approved by OTIB; Haugeberg will provide the information once it's available. Council deferred discussion until the information becomes available.

New Business

Managed IT Services

C.A. Dahl reviewed information contained in his meeting agenda report on page 61, and discussed staff experiences working with Blackpoint in recent months. C.A. Dahl discussed the importance of maintaining a high level of IT service in order to keep programs and security up to date. He addressed brief questions from Council. A **motion** was made and seconded to allow the city administrator to sign a contract with Ricoh to provide IT services to the City of Dundee. C. Nelson inquired about number of devices (14) included in the workstation management portion of the pricing details on page 83. Following detailed discussion, it was determined that the quantity of 14 would not be sufficient to cover all of the devices utilized by Staff and City Council. C.A. Dahl will inventory the city computers and provide updated information to Ricoh and Blackpoint to see how this information impacts the proposed contracts for IT service. This agenda item was tabled until updated contract pricing information is received.

Council Concerns and Committee Reports

C. Adlong reviewed that over a recent weekend she noted the air in Dundee to be smokey; fire danger was high. She explained that during that time trails in McMinnville were closed to the public due to the elevated fire danger. C. Adlong expressed concern about Harvey Creek Trail and noted that there have been no restrictions of any kind provided previously to the public during times of high fire danger. She asked Council to consider how high fire danger events should be handled in the future with regard to the Harvey Creek Trail. She also asked Council to consider how 4th of July fireworks should be handled during times of high fire danger. She suggested seeking advice from the Fire Chief and potentially creating policies to better manage these situations in the future. Council discussed these concerns and the potential risks for the City as well as the residents. C.A. Dahl offered to research options to manage these concerns. The consensus of Council was to defer this item until closer to next summer and perhaps presenting the information to the Parks Advisory Committee for their consideration as well.

C. Crawford discussed that the Early Morning Rotary Club will present the \$15,000 check to the City at their meeting on Thursday, September 22, 2022. The meeting will begin at 7:00 a.m. at the Newberg Christian Church. C.A Dahl indicated that he would plan to attend; Mayor Russ and City Councilors were also invited to attend.

C. Crawford inquired about the new tourism banners. C.A. Dahl discussed that he has reached out to Molly Bailey regarding the banners though he has not heard back. He discussed the importance of knowing a timeframe of when they will arrive so that he can plan for public works to hang them or potentially hire a contractor to do so. Brief discussion ensued. C.A. Dahl noted that when the winter banners are hung, Staff will also plan to hang the snowflake lights at the same time. M. Russ discussed the importance of adding a photocell or timer for the lights as well.

Mayor's Report

M. Russ reviewed that on September 10, 2022 the Promise Church held their annual Awaken the Dawn event; he was a participant in the dunk tank event.

City Administrator's Report

C.A. Dahl discussed that the audit process for the 2021/2022 fiscal year will start on Monday, September 26, 2022. Auditors have been scheduled to work at City Hall over a three day period.

C.A. Dahl discussed that the City will be going out to bid for a company who can complete the CIP work for some broken pipes located near Highway 99W. He explained that the company that recently completed work on pipes did not address the broken pipes. It was noted that this repair work is anticipated to cost less than \$5,000.

C.A. Dahl discussed that he attended the Parks Advisory Committee meeting on September 7, 2022. He explained that the Committee provided their thoughts and ideas for park rules. C.A. Dahl indicated that he will formally write up the information and present it back to the Committee at their next meeting on October 5, 2022. Once approved, C.A. Dahl will provide the information to the City Council for their review.

C.A. Dahl discussed that he has an interview scheduled tomorrow for a temporary employee to fill the administrative assistant position over the next four months.

Public Comment

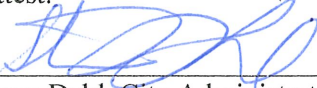
None.

The meeting was adjourned at 8:48 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder