

**SPECIAL CITY COUNCIL MEETING
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November 1, 2021**

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City of Dundee
Special City Council Meeting Minutes
November 1, 2021

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, Patrick Kelly and Tim Weaver (7:15 P.M.)
Attendance Via Zoom: Councilors Jeannette Adlong, David Ford, and Storr Nelson. Staff
Attendance: Rob Daykin, City Administrator and Melissa Lemen, Administrative Assistant.
Attendance Via Zoom: Matthew Kahl, City Attorney.

Public Attendance

None.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, October 5, 2021 and Item 4.2 Financial Report Ending September 30, 2021. **The motion** passed unanimously.

Old Business

ARPA Allocation of Funds

C.A. Daykin discussed that the City of Dundee will receive more ARPA funding than was originally anticipated in the budget; some options and analyses for using those funds were provided, which may lead to a change in the budget. C.A. Daykin explained that the City should expect to receive \$727,000 for the entire ARPA funding program. He discussed potential options for using the ARPA funds based on the guidelines provided.

M. Russ reviewed previous discussion about potentially providing some amount of the ARPA funds as match funds for the next two phases of the bypass. He voiced support of providing some funding for this purpose if Council would like to discuss that option. C. Crawford voiced support of a discussion on the matter and inquired about what other cities are contributing. M. Russ discussed that the proposal from the Parkway Committee was approximately 3-5% of the overall ARPA funds, though he did not suggest necessarily contributing at that level. M. Russ did voice support of contributing some amount; the more complete the bypass becomes; the more functional and attractive downtown Dundee will become. Council discussed thoughts and ideas pertaining to the allocation of the ARPA funds; C.A. Daykin addressed questions and provided additional clarification/explanation as needed. It was suggested that allocating some amount of funds back to the general fund to make up for some of the deficit does make sense, as well as contributing some component of funds towards the bypass project.

C.A. Daykin shared that on Friday, October 29, 2021, Yamhill County released an announcement that beginning on November 8, 2021, they are opening up a process for municipalities and special districts to make application to a Yamhill County ARPA Grant Program specifically for water and sewer infrastructure projects. He explained that it would be a competitive grant process; there will be a point system to rate projects as well as a requirement for a 50% match. C.A. Daykin voiced his belief that this will be a great opportunity for the City to participate in that program, though noted that it does require a minimum 50% match. Local matches greater than 50% will be given additional consideration. He encouraged continuing discussion pertaining to the grant program at the next City Council meeting if Council is interested in participating in that application process. It was noted that the grant is capped to \$1 million per project, with a total of approximately \$6.8 million in funds available for this program.

Council discussed the WWTP MBR Expansion project and funding, as well as the anticipated costs of future maintenance. C. Crawford inquired about whether progress is being made on the I&I effort to try to extend the life of the MBR cartridges. C.A. Daykin explained that it is really difficult to analyze; the anecdotal information is that the steps taken so far have seemed to have benefitted the WWTP operations. Discussion ensued and it was noted that potentially sewer increases may be necessary in the future.

Council discussed funding amounts for a bypass match. M. Russ acknowledged the limited resources that the City has though felt very obligated to contribute something for the bypass. It was noted that Dundee's local match for Phase 1 was approximately \$315,000; the city is making payments on this loan. M. Russ discussed that one scenario which has been discussed with ODOT is for cities to extend the life of their original loans, in an attempt to try to keep the payment approximately the same, so that more money can be obtained to put towards that match.

Council discussed possible projects for the Yamhill County grant program, including additional I&I repair work and the establishment of a new Riverside District pressure zone. C.A. Daykin stated he will bring a list of possible projects for consideration at the next council meeting.

Resolution No. 2021-15

M. Russ inquired about the fee being eliminated for a fire/accident report. C.A. Daykin explained that the fire department hasn't been charging this fee as the reports are now available electronically. **A motion** was made and seconded to pass Resolution No. 2021-15, a resolution establishing fees for certain administrative services and business licenses and repealing Resolution No. 2015-12. **The motion** passed unanimously.

New Business

Water Management and Conservation Plan Proposal

C.A. Daykin explained that Staff anticipates actually using the water rights affected by the Dundee Water Management and Conservation Plan (WMCP), including the surface water right, whether using it for our own purposes or joining with Newberg. **A motion** was made and seconded to authorize the city administrator to accept the proposal from GSI in an amount not to exceed \$23,100. **The motion** passed unanimously.

National School Choice Week Proclamation – Mayor Russ

The consensus of Council was to support the National School Choice Week Proclamation. C.A. Daykin noted that he will add the proclamation to the consent agenda for the November 16, 2021 City Council meeting.

Council Concerns and Committee Reports

C. Adlong explained that she discussed the naming of the Alder Street Park with the Parks Advisory Committee. She explained that the Committee would really like to see the name have some historical meaning. The Committee also had discussion about how historical names could be incorporated into more than just the Alder Street Park, and include some of the new smaller parks that are being constructed such as the First Street Mini Park, the Third Street Park, and walking paths on Ash Street and Seventh Street (Dogwood to View Crest). C. Adlong explained the Committee felt that the Alder Street Park could be of tribal origin, and that this park could be used to tell the story of the indigenous people in the area; perhaps the Confederated Tribes could assist in this. The consensus of Council was to support the Parks Advisory Committee in continuing down the road of refining the suggestions for the park names.

C. Adlong discussed the Newberg School District's intent to purchase the 8th & Edwards Street property. She expressed concern regarding the article in the local newspaper that indicated the district would sell the existing property in order to fund the bridge loan purchase of property. C. Adlong explained that upon reaching out to Gregg Koskela, Newberg School District Communications Officer, he explained that they prepared the bridge loan in such a way that the City would not lose the park though he did not explain how the park would be retained. C. Adlong suggested that if the School District were planning to give the property to Chehalem Park & Recreation District (CPRD), that it would make more sense for them to give the property to the City as there would be more opportunity to acquire grants; discussion ensued. C. Adlong discussed previous repeated requests made to CPRD by the City to rehabilitate the park equipment and restrooms at Billick Park, though these improvements have not been addressed. Discussion ensued and C.A. Daykin offered to reach out to school Superintendent Morelock to find out more details about the consideration of the property and provide feedback to Council.

C. Crawford discussed that the Newberg Library director would like to discuss with the City of Dundee potentially having a budget line item to allow residents of Dundee to have access to the library; he has a proposal prepared. It was noted that the cost for Dundee residents is \$75 per year right now to obtain a library card. Council voiced support of hearing a proposal from the Newberg Library at a future meeting.

C. Kelly inquired about whether the City had any issues following the recent rainstorm last week. C.A. Daykin discussed that there was some localized flooding on the highway but this was due to debris clogging some inlets; these were cleared following discussion with ODOT. It was noted that puddling was observed in front of ADA ramps which was brought to the attention of ODOT as well. C.A. Daykin explained that they have yet to do a complete survey of the completed asphalt grade; they will be doing that later on and if there are adjustments to be made these will be taken care of by the contractor at a later date (likely next spring). C. Kelly noted that during the rainstorm he noted that water was coming up through the manholes and flowing up out of the sewer grates on Dogwood Drive.

Mayor's Report

M. Russ referenced the Unique Auto, Inc. business located at 309 N. Highway 99W and expressed concern about the large number of visible vehicles and display of flags and signs at the location. Council members will observe the concern and additional discussion will be held at a future meeting.

M. Russ noted that it was brought to his attention that the city website City Council meeting recordings are not up to date. Melissa Lemen, Administrative Assistant, indicated that she would address this issue.

M. Russ discussed that he has received complaints from residents pertaining to the island at Seventh Street in the location of the crosswalk; vehicles will not be able to turn left from Seventh Street. M. Russ discussed potential negative impacts and concerns as a result of this island; he suggested that if it becomes an issue it may need to be addressed with ODOT. C. Nelson suggested that education and encouraging travel up Seventh and down Fifth Street could assist with the large volume of traffic and back-up in the area. Brief discussion ensued.

M. Russ referenced the van parked behind the manufactured home and industrial building off of Alder Street. C.A. Daykin noted that he has not been able to ascertain whether someone is living in the van or not. He discussed that he reached out to the property owner, Saj Jivanjee, who indicated that no one is living out of a van in that location.

M. Russ referenced previous discussion pertaining to the zoning of the Dundee elementary school property and suggested that the Riverside District would provide a good area for a forced density zone in Dundee. C.A. Daykin will add this item to the list of pending code changes for the future. It was noted that mixed use will be allowed in the CBD zone.

M. Russ noted that he attended the Harvest Festival at By His Grace Church last night. He discussed that this was a nice community event though it didn't seem that they had enough advertisement. He suggested that in the future they reach out to the City so these types of community events can be advertised on the reader board.

M. Russ announced that on Dec. 5, 2021 at 5:00 P.M. Promise Church will be having their 20 year anniversary celebration.

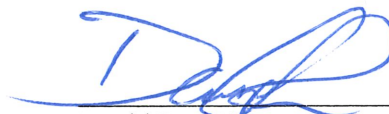
City Administrator's Report

C.A. Daykin discussed that he and C.E. Reid are presently going through the process of calculating the assessments for the Highway 99W Local Improvement District (LID) and will be sending out notices soon. He noted that he anticipates having that hearing before City Council at the November 16, 2021 meeting.

Public Comment

None.

The meeting was adjourned at 8:02 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder