



CITY OF DUNDEE CITY COUNCIL MEETING

801 N. Highway 99W, Dundee, OR 97115
City Hall Phone: (503) 538-3922 Website: www.DundeeCity.org

The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.

JANUARY 2, 2024, 7:00 PM

1. Open Regular City Council Meeting
2. Amendments to the Agenda, if any
3. Public Comment: Each speaker will be allowed up to 3 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
4. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
 - 4.1 City Council Minutes, October 17, 2023 Pages 3-10
 - 4.2 City Council Minutes, November 21, 2023 Pages 11-15
 - 4.3 Public Works 2023 Year End Review Pages 16
 - 4.4 Update on Council Goals Pages 17-22

Action Required: Motion to Accept the Consent Agenda
5. OLD Business:
 - 5.1 Update on 9th Street
Discussion
 - 5.2 Tourism Committee Appointments Pages 23
Action Requested
 - 5.3 Planning Commission Appointments Pages 24-31
Action Requested
6. New Business
7. Council Concerns & Committee Reports
8. Mayor's Report
9. City Administrator Report
10. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions.
11. Executive Session: ORS 192.660(2)(h) - to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

12. Adjourn

Pending Business:

1. Public Works
 - 1.1 Water Management and Conservation Plan Update
 - 1.2 CIPP Improvement-First Year Completed/More in 2023
 - 1.3 Old Dundee Elementary School

2. Planning/Land Use
 - 2.1 Dundee Riverside District Code Amendment
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Code Amendments – Land Use Procedures
 - 2.4 Pending Type II or Type III Land Use Applications
 - 2.5 Sander Estate Park Developer Agreement
 - 2.6 Psilocybin Ordinance

3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 Riparian Protection Regulation
 - 3.3 Storm Drain Master Plan Update

4. Parks & Trails
 - 4.1 WWTP Nature Park
 - 4.2 Riverside District Neighborhood Parks
 - 4.3 Restroom at tipsu palach Park
 - 4.4 Build out of tipsu palach Park

5. Next Available Ordinance & Resolution No's.
 - 5.1 Ordinance No. 585-2023
 - 5.2 Resolution No. 2023-12

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.

**City of Dundee
City Council Meeting Minutes
October 17, 2023**

CALL TO ORDER

Mayor David Russ called the meeting to order at 7:00 P.M.

COUNCIL AND STAFF ATTENDANCE

Mayor David Russ; and City Councilors David Hinson, Bruce Starr, David Ford, and Storr Nelson via Zoom. Absent: Councilors Jeannette Adlong and Tim Weaver.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Greg Reid, City Engineer; Jim Jacks, CityPlanner; Brandon Hamilton, Fire Chief; and Melissa Lemen, Administrative Assistant.

Public Attendance: Alex Chiper, 520 SW Fifth Street; Mike Sherwood, 876 SW Alder Street; Done & Elizabeth Sundeen, 392 SW Dogwood Dr.; Dustin Hamilton; Mike & Krista Corless; Jeff & Teri Corless; Rebecca Minifie; Robert & Heather Toumos; Scott Heesacker; and Megan Carda, Lifestyle Properties LLC. Via Zoom: Suzanne Palanuk; and Steve Jara.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

SWEARING IN CEREMONY: Firefighter Jeff Corless

Fire Chief Brandon Hamilton explained that the Department received a grant for a new position from the Oregon State Fire Marshall's Office. He discussed that 34 applications for the new position were requested, 29 were submitted, and 18 were invited to test. 16 applicants were tested and Jeff Corless was the top candidate. Corless began his employment at the Department on October 2, 2023. Chief Hamilton introduced Corless to Council and those in attendance; Corless introduced his family members. Firefighter Corless was sworn in by Chief Hamilton. His badge was pinned on by his father, Mike Corless, a retired Operations Chief and current Assistant Fire Chief for the Aurora Fire District.

PUBLIC HEARING: LURA 2023-02, City of Dundee Short-Term Rental Amendments

Mayor Russ called the hearing to order at 7:05 P.M. to consider adoption of amendments to the Short-Term Rental Regulations, File Number LURA 23-02.

Call for Declaration of Conflict, Bias by any members of this body

None.

Objections to jurisdiction by any members of this body

None.

Staff Report

Jim Jacks, City Planner, read a summary of the Staff Report into record. He completed a detailed recount of public testimony received and provided to Council via email, included in the meeting agenda materials, as well as hardcopies provided for the public hearing tonight. Planner Jacks highlighted information and briefly discussed the differences between Exhibits A, B and C. The remaining public hearing documents were briefly reviewed. Planner Jacks addressed brief Council questions. C. Hinson referenced 17.202.020 regarding the list of uses and reference to “infrequent use”, which he felt should be updated. Under section J. Complaints and Permit Revocation, on page 35 of the packet, C. Hinson suggested that “adjoining” should be removed from the first sentence as it was in reference to the original code which had impacts to neighbors. Planner Jacks agreed that the word “adjoining” should be removed from the first sentence in section D on page 35. The current definition of a short-term rental (STR) was reviewed and briefly discussed. The differences between previously grandfathered in “vacation rentals”, STR’s, and bed & breakfasts were reviewed.

C. Ford referenced the statement of “unreasonable burden” on page 22, under E. Criteria, Item 1, and expressed concern about the definition of such a statement. Lengthy discussion ensued and Planner Jacks explained that the decision making authority would be responsible for making the call on such criteria/verbiage, though additional city staff may also be able to provide input regarding a matter that may arise. C.A. Kahl reiterated that C.A. Dahl would have the ability and authority to make the decision based upon the information provided at the time.

C. Hinson inquired about whether there are statistics available about how many calls are received at city hall regarding STR’s; and statistics pertaining to what is being self-reported during the renewal process. C.A. Dahl discussed the in-office process of handling complaint type calls; though he indicated that since his employment began in March 2022, he recalled receiving only perhaps two calls. Brief discussion ensued.

M. Russ expressed concern about the proof of smoke detector requirement. Chief Hamilton discussed that smoke detectors have a manufacture date, and most are good for 10 years; this date information would seem more important than the date of a photo. Brief discussion followed.

Public Testimony

Rebecca Minifie, 809 SE Elm Street, approached Council. She discussed that there is an STR across the street from her, one two doors down behind her home, and she recently received a letter in the mail regarding a potential STR two doors down from her. Minifie discussed that STR’s change the feel of the neighborhood. She pointed out that these STR’s located in her neighborhood are in starter homes, which prevents other working class families from moving in; Dundee has already has an issue with

affordable housing. Minifie provided public comment dated August 16, 2023, which she provided a copy of for the meeting this evening; this was included in the meeting agenda materials. Minifie encouraged Council to consider McMinnville's recent passage of a 500 foot buffer requirement which she felt was a more reasonable idea than a 200 foot buffer requirement. C. Hinson referenced Minifie's provided testimony and inquired about whether her complaints were reported. Minifie indicated that she contact the property owner, though did not report her concerns to the city directly.

Elizabeth Sundeen, 392 SW Dogwood Drive, approached Council and voiced appreciation for tonight's discussion. She noted that she also provided public comment dated October 17, 2023. She discussed that one of her primary concerns is enforceability and accountability. Sundeen discussed (as also outlined in her provided public comment) that her concern lies with the owners and property management being the primary source of reporting complaints; she felt this should be shifted to the City if C.A. Dahl feels it is feasible to do that. Secondly, Sundeen voiced concern with regard to density/concentration of STR's, and noted her feeling that they really can disrupt the neighborhood and interfere with cohesiveness. She also discussed related concerns with regard to the future development of the existing urban growth boundary area, as outline in her public comment, a copy of which was provided in the meeting agenda materials. J

Mike Sherwood, 876 SW Alder Street, approached Council and indicated that he is in favor of 500-700 ft distance between STR's. He discussed his issues with STR's, as outlined in the documented provided for the meeting agenda materials. He also noted that he does indeed live across the street from an STR.

Megan Carda, 220 SW 11th Street, introduced herself and noted that she owns a vacation rental management company, Lifestyle Properties, which she began almost 10 years ago. She noted that she manages approximately 60 houses across Yamhill County and has over 45 full-time employees. Carda noted that she is a member of the Tourism Committee as well. Carda voiced appreciation for the regulations which are in place for STR's in the city of Dundee; and voiced the importance of addressing issues as they arise and evolve. She discussed that safety is one of her biggest concerns and emphasized that fire extinguishers need to be maintained on a yearly basis. Carda pointed out that there are presently no guidelines provided to indicate where a fire extinguisher should be mounted. She discussed the importance of providing fire extinguishers in strategic locations to encourage guests to utilize them when needed which also helps protect the neighborhood overall. Carda discussed the McMinnville and Dundee are different communities which have different needs; consideration should be given to the specific and unique needs of Dundee with regard to STR's. She discussed the complexities involved with reporting issues with STR's. Carda indicated that she does support the proposed ordinance and the fact that it's correcting some issues, though she felt that this topic will also be addressed in the future as things evolve.

Suzanne Palanuk, introduced herself on Zoom and explained that she's worked for Olivia Beach Construction for 18 years. She discussed that in 2020 they purchased an acre of property in Dundee (Sitton View) where 7 homes are being built. Palanuk discussed that while this wasn't their intention and in years past these homes would have been purchased as primary residences, short-term rental

buyers have expressed the most interest in these homes. She discussed her personal experience utilizing their own home in McMinnville as a short-term rental. Palanuk pointed out that there are positive things about STRs if properly managed. She discussed changes in the community over time and feels that the local area has evolved into more of a tourist-based economy. Palanuk provided personal testimony about her beliefs and experiences with STRs.

Additional Staff Comments

Planner Jacks explained that if the city growth included apartments, that would not affect the 5% of STRs allowed as only single family dwellings and manufactured homes impact where STRs can be located. With regard to fire extinguishers, Planner Jacks discussed the specifications outlined.

M. Russ noted that his recollection of the original Riverside District Master Plan included approximately 947 housing units, of which a majority would be single family and not multiunit dwellings.

Mayor Russ closed the public hearing at 8:46 P.M.

Deliberations

M. Russ voiced concern about the fact that there is only a photo requirement for smoke detector verification, though was glad that the photo would include an expiration date on the detector. . Support was voiced that complaints to STR managers should also be copied and provided to the City as well. M. Russ voiced support of the sense of “Community” in Dundee and discussed that the variable sizes of lots in Dundee also has an impact on that; the addition of criteria addressing a distance and/or lot spacing requirement might be more equitable to consider. C. Ford voiced support that the proposed is an improved over the current rules. Concern was expressed regarding the density issue; lengthy discussion ensued regarding the pros and cons of making changes in this regard. Concern was expressed about higher home density areas and C. Hinson offered his support of increasing the distance requirement to 500 feet. C. Nelson voiced support of moving to the 500 foot requirement which would provide the density and livability he believes Council is striving for. Discussion ensued.

Planning Commissioner Alex Chipper approached Council and briefly reviewed the process by which the Planning Commission reviewed and discussed the information relating to distance requirements for STRs and considerations discussed. He explained that they felt that requiring the 200 ft radius would make it easier for the community to check a website to locate the information themselves and thus take a load off of city staff. Additional discussion ensued. It was noted that future changes can be made if the proposed revisions don't work. C.A. Dahl offered that the STR renewal costs could potentially be increased to cover the costs involved with having a smoke detector inspection completed if Council felt that was indicated.

CONSENT AGENDA

Action: To approve the Consent Agenda, with the correction to Item 4.1 as stated below in italics.

- 6.1 OLCC Application, Potcake Cellars
- 6.2 Fire Department Report – September 2023

Motion: C. Starr
Second: C. Ford
Vote: Unanimous In Favor.

OLD BUSINESS:

REVIEW OF COUNCIL GOALS

The consensus of Council was to table this item and discuss it at a future meeting.

UPDATE ON 9th STREET

C.E. Reid provided a project update and discussed that the contractor is continuing to place utilities in the ground and water lines have been installed and storm system close to completion; detailed discussion ensued. He is hopeful that curbs will be poured in a couple of weeks. C.E. Reid also provided a brief update on the status of the PUE's (Public Utility Easements) needed for the project. He discussed that the design at the mobile home park was put back the way it was with the sidewalk placed; property owners were notified. C.E. Reid explained that those properties were not included in the LID (Local Improvement District); he did not intend on completing as much work in that area. C.E. Reid discussed that the city attorney advised him that there may not be adequate language which allows the city to add to the present LID; perhaps a new LID would need to be created. C.A. Kahl provided brief discussion and indicated that additional information is needed; he will report back. C.E. Reid addressed Council questions. Discussion ensued.

NEW BUSINESS:

ORDINANCE NO. 582-2023, AMENDING THE SHORT-TERM RENTAL REGULATIONS

ACTION: Motion to adopt Ordinance No. 582-2023, an ordinance amending the Dundee Development Code, Title 17, Development Code, to update Sections 17.203.240 and 17.401.010 for short term rentals.

Motion: C. Ford
Second: C. Starr
Amendments:

1. 17.203.240 Short-Term Rentals, Section J, Item 1, Letter d: Remove the word "adjoining".
2. 17.203.240 Short-Term Rentals, Section F, Item 4, Letter b STR Owner Notifications: Notice includes the suggestion to report incident to city.

Amended Motion (Items 1 & 2 above): C. Hinson
Second Amended Motion: C. Ford
Vote: Unanimous

Amendment:

3. 17.203.240 Short-Term Rentals: Change the proposed 200 feet requirement to 500 feet in all of the sections.

Amended Motion (Item 3 above): C. Hinson

Second Amended Motion: C. Nelson

Vote: In Favor: M. Russ, C. Hinson and C. Nelson

Nay: C. Starr and C. Ford

OTIB LOAN AGREEMENT

C.A. Kahl reviewed that this process began last year; the application had been submitted to the Department and they had provided some initial approvals back in March 2023.

ACTION: Motion to approve the Oregon Transportation Infrastructure Bank Loan 0017 for \$1,387,433.00

Motion: C. Ford

Second: C. Starr

Vote: Unanimous In Favor

ORDINANCE NO. 583-2023, OTIB LOAN AGREEMENT 0074

M. Russ read the Ordinance in its entirety into the record.

ACTION: Motion to adopt Ordinance No. 283-2023, an ordinance authorizing a loan agreement with the Oregon Department of Transportation concerning 9th Street Improvement Project.

Motion: C. Ford

Second: C. Starr

Vote: Unanimous In Favor

RESOLUTION NO. 2023-11, INTERGOVERNMENTAL LOAN AGREEMENT

ACTION: Motion to approve Resolution No. 2023-11, a resolution approving an intergovernmental agreement with the Dundee Urban Renewal Agency regarding the transfer of tax increment revenues and proceeds to the City for the purpose of repayment loan obligations.

Motion: C. Ford

Second: C. Starr

Vote: Unanimous In Favor

APPROVAL OF ELECTRICAL BID FOR RESTROOM AT TIPSU PALACH PARK

C.A. Dahl addressed brief Council questions.

ACTION: Motion to approve the cost for an electric connection for the restrooms at tipsu palach Park at a cost of \$9,600.

Motion: C. Starr
Second: C. Ford
Vote: Unanimous In Favor

APPROVAL OF FOUNDATION WORK BID FOR RESTSROOM AT TIPSU PALACH PARK

ACTION: Motion to approve C&M Excavation to build the foundation for tipsu palach Park restroom at a cost of \$10,005.00.

Motion: C. Ford
Second: C. Starr
Vote: Unanimous In Favor.

CITY COUNCIL MEETING SCHEDULE – NOVEMBER 21 & DECEMBER 19, 2023

Council had brief discussion The consensus of Council was to move forward with the November 21, 2023 meeting as scheduled, and cancel the December 19, 2023 meeting.

TOURISM COMMITTEE APPOINTMENT

ACTION: Motion to appoint Margo Caramella to the Tourism Committee.

Motion: C. Starr
Second: C. Ford
Vote: Unanimous In Favor

COUNCIL CONCERNS AND COMMITTEE REPORTS

C. Ford expressed concern with regard to the short-term rental ordinance and the proposed 500 foot distance requirement. Concern was also expressed about overriding the Planning Commission 200 foot decision.

C. Nelson discussed that he received another complaint about the patched street area at Third Street being very rough to drive on.

C. Nelson voiced that homeowners in Rolling Acres would like a sign placed at the Sixth Street entry that says “Local Access Only” to dissuade construction traffic and people parking in the area during the construction of the school. C.A. Dahl indicated that he will move forward with placement of a sign.

C. Ford noted that he and C. Hinson met with city staff in a productive meeting regarding the new budget format. C. Ford explained that they will propose a format for the budget and will work with staff to get that implemented.

MAYOR'S REPORT

Regarding the proposed short-term rental ordinance amendments, M. Russ voiced that he is supportive of a greater than 200 foot distance to cover the larger lot sizes in a better way.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl informed that the City is in the process of completing the audit right now.
- C.A. Dahl informed that ISO is currently in the process of reviewing the fire department, which hasn't been done since approximately 1998.
- C.A. Dahl discussed that the city received the go ahead letter from Oregon State Parks for tipsu palach park; things should now be able to move forward at a faster pace.
- C.A. Dahl informed that C. Adlong is unable to join the Water Task Force Committee, so one additional member needs to be appointed. C. Ford volunteered to join.
- The property owner located at 309 Highway 99 W has indicated that he is working with a contractor regarding the asphalt requirements.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

City Council entered into Executive Session at 9:56 P.M. in accordance with ORS 192.660(2)(i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

Executive Session ended at 10:20 P.M. and the Council did not reconvene.

David Russ, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

**City of Dundee
City Council Meeting Minutes
November 21, 2023**

CALL TO ORDER

Mayor David Russ called the meeting to order at 7:00 P.M.

COUNCIL AND STAFF ATTENDANCE

Mayor David Russ; and City Councilors David Hinson, Bruce Starr, David Ford, Jeannette Adlong, and Tim Weaver. Absent: Councilor Storr Nelson.

Staff Attendance: Steve Dahl, City Administrator; Bill Monahan, City Attorney; Brandon Hamilton, Fire Chief; Greg Reid (via Zoom 7:10-7:40 P.M.) and Melissa Lemen, Administrative Assistant.

Public Attendance:

Jonas Bierly, D.A. Davidson; Kit Johnston, Yamhill County Commissioner; and Doug Stewart, Dundee Volunteer Fire Department. Gulgen Ugur, City Bond Attorney.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

None.

OLD BUSINESS:

UPDATE ON 9TH STREET

C.A. Dahl provided a brief overview of progress on 9th Street and addressed brief questions. C.E. Reid was able to join the meeting on Zoom at 7:10 P.M. and provided his progress update. The council inquired about the mobile home park adjacent to the project with regard to their moving material from the public right-of-way area. C.E. Reid explained that they stopped curbs because he needed to adjust some of the ADA ramp grades which have been completed; the intersection now looks good from an ADA perspective. He discussed that he had to make one exception due to the slope in the area; that has been provided to the contractor so they will finish the curbs. C.E. Reid noted that the materials haven't been removed because they are concentrating on getting curbs and pavement down and then can come in afterwards and move the fence and anything else before they do sidewalks. Council inquired about the property owner on Ninth Street who did not favor the easement. C.E. Reid discussed that he has not received any feedback from her since he last spoke with her on the phone,

when she instructed him to provide future communication through her attorney. He did note that she did speak with the contractor a couple of days ago and had asked them to pour an expanded driveway for her. C.A. Monahan advised that obtaining the attorney contact information is essential for communication moving forward. C.E. Reid indicated that he will reach out to obtain that information and copy the city attorney as well. The potential process moving forward with briefly discussed.

NEW BUSINESS:

OREGON TOURISM GRANT APPROVAL

C.A. Dahl reviewed the details included in his meeting agenda report on page 3 of the meeting agenda packet. C. Starr discussed that the Tourism Committee also created a grant subcommittee that will be working with C.A. Dahl on the project. C.A. Dahl reviewed the grant process moving forward.

ACTION: Motion to approve the Competitive Tourism Grant from the Oregon Department of Tourism for \$70,000.

Motion: C. Ford

Second: C. Starr

Vote: Unanimous in favor.

RESOLUTION 2023-12, DURA AND CITY IGA FOR LOAN PAYMENTS

C.A. Dahl provided a brief overview of the resolution. Gulgen Ugur, City Bond Attorney, was present via Zoom and provided an overview of the application process and benefits of financing in this manner. She explained that the resolution is set up to authorize the city to borrow funds, but acknowledged that the expectation is for the urban renewal agency (through tax increment revenues) to pay the borrowing, and that obligation of the URA to pay the borrowing is reflected in an IGA which is attached to the draft resolution. Atty Ugur explained that the resolution does not exceed or violate any of the Charter debt limits in place.

ACTION: Approve Resolution No. 2023-12, the entering into a memorandum of understanding between the City of Dundee and Dundee Urban Renewal Agency.

Motion: C. Ford

Second: C. Starr

Vote: Unanimous in favor

COUNCIL CONCERNS AND COMMITTEE REPORTS

C. Hinson inquired about meetings for the Water Rate Committee. C.A. Dahl discussed that he hasn't yet had anyone yet apply to join the Committee, though additional advertising will be done following the Thanksgiving holiday.

C. Hinson inquired about the addition of local traffic signs on Logan Street to which C.A. Dahl indicated has not yet been done, though has been discussed with public works. He explained that the

location of the signs needs to be determined and placement will be made before school construction begins.

C. Hinson inquired about whether plans have been made for the development of new sidewalks on Eighth Street down to the railroad tracks. C.A. Dahl discussed that there will be sidewalks on Eighth Street near the school, though he was not certain at what point they will be placed. He explained that any sidewalks placed by the contractor for the project will be placed on the elementary school property; it would be the responsibility of the city of any sidewalks placed outside of that area (which would require additional funding). He noted that there is a “Safe Routes to School” grant program which he believes will open for application in January; he plans for the city to apply for the grant though there are no guarantees it will be received. C.A. Dahl noted that in the spring he would like to talk with the school principal about setting up a “walking school bus,” where a parent/volunteer meets with children at a set location each day and then walk en masse to school.

C. Ford inquired about the progress for the restroom installation at tipsu palach park. C.A. Dahl discussed that forms will be placed and concrete poured the week of November 27, 2023. He noted that the contractor will start at 7:30 A.M. and that he will notify the Dundee Hotel of that issue.

C. Starr reviewed that a meeting is being organized between the School Board and some City Councilors with regard to the existing Dundee Elementary School property. He voiced support of Council voicing their opinions/concerns about the property. Council discussed that the property is located in a prime location in the central business district. Thoughts and ideas were discussed and a suggestion to consider changing the zone designation for that property; C.A. Dahl briefly discussed processes involved. Council felt that adding this as a future City Council meeting agenda discussion item would be appropriate. It was noted that the meeting with the School Board will be held December 6, 2023.

MAYOR’S REPORT

M. Russ inquired about upcoming required training by the Oregon Government Ethics Commission (OGEC). C.A. Monahan discussed that HB 2805 (goes into law January 1, 2024) requires that training be provided by the OGEC or a designated entity, such as the League of Oregon Cities (LOC). He explained that what is within the law is that any elected member of Council during their term (after Jan. 1, 2024) has to take some of that training. C.A. Monahan explained that there will be an obligation to take some of the OGEC training though they could certainly provide additional training to enhance that; they are looking to see what that training might look like when the schedule is available. He explained that the training is free (no additional charge beyond what the city already pays annually) and should be provided individually or in groups.

M. Russ voiced appreciation that Third Street has been filled in.

CITY ADMINISTRATOR’S REPORT

- C.A. Dahl reviewed that so far this year the city has received \$751,934.00 in approved grant funds.

- C.A. Dahl discussed that the sign that was knocked down by a drunk driver on Ninth and Carmen Heights Drive has been replaced.
- C.A. Dahl announced that the City will be receiving two more checks from the insurance company for the incident at the fire station, totaling \$2,500, bringing the grand total to just over \$10,000.00 for the water incident. The RFP to complete some of the work which still needs to be done is due tomorrow; this info will assist in determining the total repair project cost.
- C.A. Dahl announced that he will be out of the office beginning tomorrow.

PUBLIC COMMENT

None.

Chief Hamilton approached Council and noted that he recalled discussion last fiscal year about contacting our representative regarding a request for a fire engine. He discussed that presently the station has one fire engine that was built in 2003 and another which was built in 2005. The National Fire Protection Association (NFPA), the regulation center for the national fire service, recommend a 20-year life cycle on fire engines; 15 years as the frontline primary response and 5 years in a reserve role. Chief Hamilton explained that by standard, the 2003 fire engine technically should be replaced this year followed by the 2005 in two years. He discussed that since he's been Chief (June of 2021), the 2005 engine (which was purchased used out of Texas) has incurred \$32,852.00 in maintenance and repairs and continues to require additional work. In contrast, the 2003 fire engine has required \$2607.00 in maintenance and repairs. As a result of the mechanical and safety issues with the 2005 fire engine, Chief Hamilton made the decision to move that engine into the reserve role and bring the older 2003 engine into the frontline role as it is a much safer and solid engine. Chief Hamilton explained that there is a braking issue with the used engine purchased from Texas; it won't hold itself on significant hills. He discussed that mechanics have looked at the issue and been in contact with the manufacturer; the only fix is to redo the entire brake system which is budgetarily cost prohibitive. Chief Hamilton discussed that the cost of fire engines historically has increased 10% per year; this year they are slated to go up 12%. It was noted that lead times are extremely long; manufacturers are quoting anywhere from 15 to as long as 48-54 months from the time the paperwork is signed. Cost was noted to be in the \$700,000 range; there are financing options available. Chief Hamilton explained that the pricing reflects the date the paperwork is signed; signing now would provide today's pricing regardless of when it is delivered. He noted that his goal at this time is to raise the topic of discussion. Chief Hamilton addressed brief Council questions. He explained that the contract for services between the rural district and the city is 85% of their tax revenue; they keep 15% for their audit and they also save some money each year in their equipment reserve fund. Chief Hamilton discussed that they have some money that he felt they would be willing to contribute; they also will have the insurance money from the brush rig involved in the accident a year ago. C. Ford suggested that discussion pertaining to this matter should be built into the upcoming budget process in 2024. C. Starr discussed that perhaps this could be an "ask" from City Council for the next legislative session, which Council voiced support for.

The meeting was adjourned at 7:55 P.M.

David Russ, Mayor

Attest:

Steve Dahl, City Administrator/Recorder



memo

To: City Council
From: Chuck Simpson PW
CC: City Administrator Steve Dahl
Date: 12/28/2023
Re: 2023 Year End Review

Comments: There were several highlights from 2023. Here are a few of the events:

- The loss of well #10 in June due to a crack in the casing. Extensive flushing didn't remedy the issue and it was placed out of service, at a loss of 35gpm.
- Met with Wine by Joe and discussed the issues we had with their process. They were able to get a system installed which helped mitigate a lot of our headworks issues at the WWTP.
- Several streets were cracked sealed. More will be done in spring 2024.
- Vegetation/weed control during the spring growing season at city properties has become a challenge.
- Emergency repair at well#3 in August (pump and motor).
- Loss of well #9 at the end of August due to PFAS detection at a loss of 100gpm. The second round of testing results are still outstanding. We are looking at options that will need to be resolved before summer, or we may be looking at possible water restrictions.
- Data gathering for the EPA's lead service line inventory began and is due October 2024.
- Solids were removed at the WWTP for land application.
- 9th street reconstruction has had a few hiccups during the water line work and meter connections.
- The first of December saw a significant rain event that overwhelmed the WWTP, and we had to divert for a few days.
- All water and wastewater regulatory requirements have been met for the year.

Chuck Simpson
PW Superintendent

Goal #1 - Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation, and value to the community					
		Priority	OBJECTIVES		
			ACTION THIS MONTH	LAST QUARTER	FY 22/23
1	Evaluate and adopt Transportation SDC's	2	Put review and update of SDC's into 2024-2025 budget		
2	Develop a long-term strategy for water resources	2	Water task for developed and priorities set. Looking into costs of getting water from McMinnville versus building of water treatment plant.		Met with contractors (GSIWS) to develop water usage plan and long term plan for available water. FGSIWS has finished its overview and is developing a final report. FGSIWS will present their findings to council November 1, 2022. Talked to Newberg about buying into their new water plant. Contacted engineers to develop cost for getting water from Newberg to Dundee. Contacted Infrastructure Finance Authority about possibility of getting a loan or grant to pay for project. Started working with attorneys office to develop partnership agreement. Went to Council with information about preliminary costs and possible loan agreements. Also was asked to apply for grant for planning. Council approved water task force to look for a long term solution for water issues
3	Evaluate financial alternatives and new financing options for all Facility Plans and associated identified capital improvements including current fund balances/loans to assess potential cost savings, loan refinancing, and/or other sources to fund improvements.	2	Hired Bond Council. Went out for \$3,000,000 loan and had two responses. Expect to under contract within the month.	Hired D.A. Davidson to help develop long short and long term financial planning. Three bids to act as bond council	
4	Continue to assess and influence completion of all aspects of the full bypass.	2	In budget preparations still have city paying for a lobbyist.	Made the first payment on the new loan for bypass. Received signed and approved contractor phase two of the bypass project.	Council approved the Bypass Committee to go to the State Board to borrow more money for section 2 of the bypass plan

5	Develop and implement a landscaping and maintenance plan for Highway 99	2		Talked to CPRD about paying for them to hire a part time person to work on 99W and Dundee Parks. Bryan Stewart agreed to help redesign flora and fauna on Highway 99W. Bryan Stewart has started working with Public works to develop landscaping in front of the Mexican Restaurant. He will also develop a plan for 99W. I am putting forth an idea to Tourism Committee to have \$50,000 taken out of 2023-2024 budget to develop and implement this plan	Hired full time person started July 11. Met with Chehalem Parks and Rec to discuss the continued work on Hwy 99 and agreed to start planning on river side of 99W to match the north side of Hwy 99W. Also agreed to pay half of the cost if a full time summer seasonal with half of their time working of Hwy 99W and the sign area.	
6	Prioritize and fund several projects in the Transportation System Plan (TSP), including the use of SDC's or other city or grant revenue sources to support transportation improvements and needed maintenance.	3		9th Street and Alder projects have started.		
7	On-going Inflow & Infiltration (I&I) reduction (Goal of no DEQ violations and continuing reduction from year to year).	4		Finished the first year of sealing the sewer lines to cut do	Developed a bid for new SCADA system to manage the sewer and water flows. Finished putting in the membranes at the WWTP	
8	Pave all streets (no gravel roads).	4				
9	Research/plan for accommodating future staff levels needs at / City Hall and/or evaluate partnership opportunities with CPRD and Newberg/Dundee Police Department for shared space.	4		Have hired Melissa to take over as accounting/payroll clerk and hired a temporary person to work as assistant. In the process of hiring a replacement for Melissa's position.	Hired a part time person to help put files away and clean up paperwork issues. Hire RICH0 to come and do an IT checkup for city systems and to develop five year IT plan.	
10	Continue implementation of street maintenance plan. Goal of meeting Pavement Condition Index (PCI) of 85% by 2028.	4		Turned into the state the required street update of the road conditions		
11	Promote water conservation (public and private) in the City and water losses via city distribution piping network.	4	Continued purchase and installation of water meters. Currently changing out non working and broken meters		Started buying new meters to replace the mechanical meters	
12	Encourage reduction of traffic on 99W by evaluating alternative routes and methods in conjunction with ODOT and Yamhill County, including participation in planning efforts.	4				
Goal #2 – Provide proper planning, zoning, and codes to manage growth in the City while improving overall livability, enhancing historical qualities and maintaining Dundee’s unique character.						
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			

1	Look for partnership opportunities for yearly spring clean-up events (ex: SOLV event, local Rotary or Boy Scouts). Support CPRD in their weed eradication efforts.	1			Met with Waste Management they agreed to provide bins for city wide clean up spring 2023. FGSIWS will present their findings to council November 1, 2022. Talked to Newberg about buying into their new water plant. Contacted engineers to develop cost for getting water from Newberg to Dundee. Contacted Infrastructure Finance Authority about possibility of getting a loan or grant to pay for project. Started working with attorneys office to develop partnership agreement. Went to Council with information about preliminary costs and possible loan agreements. Also was asked to apply for grant for planning. Council approved water task force to look for a long term solution for water issues	
2	Improve the visual appearance of downtown through education, code enforcement and public property beautification and maintenance/Make it pretty/ Ensure gutters, cracks and sidewalks clean.	1		Working with CPRD to improve visual downtown. Also working with business owner on possible grants through Urban Renewal for façade development. Sent out multiple letters to have people cut grass on 99W. Working with auto dealership to bring them up to code.	Long grass was cut by city contractor for people who did not do when asked, bills sent out. One food cart moved to location approved by city working with County health to contain the grey water.	
3	Develop public parking plan.	1	Tourism Committee Received Grant for parking study	Asking Urban Renewal for study of parking on Highway 99W	Budget Committee approved funding consultant to work on downtown plan	
4	Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan. Complete Riverside Zone changes and Design Standards./Make sure there is a place for parks in Riverside.	2			Discussed with State Parks about working together to create a regional park. Right now a no go.	
5	Integrate unique identity elements within Improvement Design Standards.	2				
6	Develop plan for Dundee Visitor Information using modern media with public restrooms. / Make sure to use Fire District Sign	2		Received Grant from Oregon Parks Department for Restroom. Council approved contract for building of the restroom at tipsu palach Park	Received Grant for public restrooms at tipsu palach Park	

7	Update development codes, focusing on park land dedication and on-site storm water management for new developments.	4		Contacted MWVCOG about highking them to review the STR code and the mushroom rules. Met with MWVCOG to set out goals for short term rental code update. Also, to develop mushroom ordinance. Currently trying to work with other small cities to create a boilerplate with MWVCOG. That could be adapted to each small cities needs.		
8	Council to meet jointly with Planning Commission as needed to outline and coordinate activities, objectives, and priorities. Conduct annual joint Planning Commission and City Council work sessions, especially upon completion of bi-annual Goal Setting update and community surveys.	4				
9	Encourage and provide Planning Commissioners with on-going training opportunities, seminars, or on-line videos.	4			Held a training session on the rules and code of ethics for the planning commission	
Goal #3 – Develop and manage an integrated system of parks, paths, and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.						
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
1	Complete a process to secure permanence of Dundee-Billick Park. Conduct outreach to school district and Chehalem Parks and Recreation Department (CPRD) for updates and potential partnerships.	1	Chehalem Parks and Recreation will update council on October 3rd.	Met with School District to discuss future of Billick Park. Have received mixed signals on if the school district would sell Billick Park to a developer. Got confirmation from the Superintendent of Dundee-Newberg Schools that Billick Park is not for sale. Talking to Urban Renewal about acquiring the park.	Met with SEDCOR who is managing a plan to provide workforce housing in the Dundee/Newberg area about creating workforce housing at the old school site. Next step is to talk with New Superintendent	
2	Seek alternative sources of funding for parks development and maintenance	1		Representees Salinas sent out a press release stating we received a federal grant for tipsu palach Park. Patrick has been doing a good job cleaning up the parks.	Community group submitted a grant to build restrooms at new park. Received restroom grant.	
3	Actively participate in planning for reuse of the existing Dundee Elementary School and planning and design of the new elementary school and property.	1	Council Committee met with School Board Committee to discuss the future of the old school. Offered to help with request for proposal in wanted.	Finishing up the plan for the new elementary school. Expect ground breaking ceremony around May 22, 2023	Suggested to School District to go out for a RFQ for the elementary school property. Working with school Architects to develop plans for new school. They will need to start the green train but don't need to put in sewer bypass.	
4	Restore public access to riverfront	1				
5	Create and adopt a Riverfront Development Plan and Strategy	2				
6	Develop short and long-term strategies for the conversion of existing wastewater treatment facility lands toward future park, paths, and open space use in order to promote wildlife and wetland habitat restoration at former wastewater treatment lagoons	3			Have received information about what is needed to create a wetland bank.	

7	Interconnect Harvey Creek (Trail), Harvey Creek Springs and Viewmont (Greenway Park) properties via trails.	3			
8	Improve non-motorized connectivity between the hills, the river, and neighboring communities through coordinated trail system.	3			
9	Continue to implement the Parks and Open Space Plan (July 2008).	4			
10	Maintain effective communication with Chehalem Park and Recreation District (CPRD) via quarterly updates from CPRD and attendance of City representative at key CPRD Board meetings.	4	CPRD will update Oct 3		Called CPRD about the large parks grant and asking that it can be change to remove non fundable items. Offered to work with CPRD in the development of the new park.
Goal #4 - Actively pursue the objectives and implement the projects outlined in the Urban Renewal Plan adopted in April 2018.					
			OBJECTIVES	LAST QUARTER	FY 22/23
			ACTION THIS MONTH		
1	Conduct program outreach and marketing efforts to promote interest in façade improvement program.	1		Brought suggested changes to City Council for recommendation and advise. Was asked to not move forward, City no longer had façade improvement program	
2	Underground utilities on Highway 99W in particular at 11th and 99W.	1		Continues to have meetings about undergrounding with	Engineer is meeting with PGE concerning undergrounding. CA met with Comcast discussed under grounding
3	Foster development/re-development of downtown businesses.	4		Urban Renewal has approved two grants for \$1.325 million for development on 99W.	Met with people interested in starting a business in Dundee
			OBJECTIVES	LAST QUARTER	FY 22/23
			ACTION THIS MONTH		
Goal #5 - Foster positive economic growth and pride of ownership through collaborative economic programs that promote a sense of community shared by businesses and residents.					
1	Construct Welcome to Dundee sign for the south end of the City.	1			Called multiple times to get sign company to contact me back. Will move on to finding new contractor
2	Underground utilities on Highway 99W.	1		Non PGE utilities have agreed to underground when PGE does	
3	Support community events and projects and utilize Chamber of Commerce to foster a relationship with businesses to maintain and improve properties.	4		Met with group interested in having holiday event/Christmas market in Dundee. City held it second third Thursday event.	Developed temporary rules for event in tipsu palach park over memorial day
4	Feature yard maintenance/innovations/ backyard options and activities in City newsletter as information items (i.e. xeriscaping, yard waste reminders, composting suggestions and other informational items).	4		Will start producing newsletter on paper and mail to citizens. Fall newsletter will go out in early October.	

			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
			Goal #6 - Provide efficient, effective, and open government to best serve the community, increase civic involvement, and support public safety.			
1	Upgrade and enhance the City's website.	1		Had outside organization review website for issues for non-visual citizens. Upgrading interactive map on city website	Met with council concerning issues with upgrading website	
2	Continue newsletter and explore other effective mediums for communication with the community.	1	Next newsletter will go out in January.	now sending out paper newsletter along with email version.	Summer newsletter will be posted this month	
3	Develop reliable documentation (i.e. log books) for public works activities, including additional administrative staff and resources.	1		Met with Chuck and discussed process. Setting up seasonal need to do lists.	Chuck is working on developing documentation books	
4	Assist Fire Department in the recruitment and retention of volunteer fire personnel and in addressing other public safety needs and funding options.	1		Got grant to hire a full time firefighter. Hired a full time firefighter started Oct 2nd		
5	Support creation of combined city and rural agencies into a single Fire District	1	Rural will go out for a levy in May.	Council decided to go out for a levy. Small Group meeting to develop levy amount and marketing. Rural Fire District and City have decided on suggested increase in taxes. Union has agreed to work to support the levy.	Fire Chief will present information to council at November 1st meeting	
6	Publicly recognize community volunteers (such as parks, planning, fire, budget committees). Schedule joint Planning Commission and City Council work session for acknowledgement or add to other potential events for recognition and awards. Create outreach for community development and involvement.	1				
7	On-going communication with Yamhill County, City of Newberg, and Chehalem Parks and Recreation District by encouraging attendance of City elected officials and staff at relevant meetings and participation on relevant studies, taskforces, and committees.	4		Attending the MWVCOG City Managers lunch		
8	Support efforts of Newberg/Dundee Police community outreach, including National Night Out and Citizen Academy.	4		Working with Newberg/Dundee to hold a walk crossing when school opens in the fall	Worked with police to have speed sign on 9th street over memorial day	
9	Provide a positive and rewarding work environment for City staff and elected/appointed officials which includes continuing education and professional development opportunities.	4		Continuously working to create positive productive feeling at work		
10	Conduct annual staff and City Council social events and opportunities.	4		Staff had holiday party. On March 3, hosting pizza party for staff and council in celebration of my first year in Dundee.		
11	Develop and implement a request for customer feedback for City services related to development/redevelopment with objective to improve City services. To be completed bi-annually with bi-annual Goal Setting (Council to review survey results and report as part of and to help inform Goal Setting).	4				
12	Ensure an ethic of customer service for City government.	4				

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: January 2, 2024
Reason: Tourism Committee Appointment

Background:

The terms of the Tourism Committee are two years and expired on December 31st. Committee membership qualifications include:

- At least three members of the committee must live within the City of Dundee.
- Members who do not live within the City of Dundee must be associated with a business within the city limits.
- One member shall be a member of the City Council and chair the meeting.

The membership of the Tourism Committee is as follows:

<u>Name</u>	<u>End Date</u>	<u>Company</u>
Bruce Starr	December 2024	City Council, Chair
Mary Gregoire	December 2024	Olive Branch
Jennifer Sitter	December 2024	Red Hills Market/Lofts, Resident
Megan Carda	December 2024	Lifestyle Properties, Resident

The following terms have expired and would like to continue to be on the Tourism Committee.

Ted Crawford	December 2023	Past Chair, Resident
Sondra Storm	December 2023	Inn at Red Hills
Bethany Caruso	December 2023	Independent Contractor

Recommendation: Motion to reappoint Bethany Caruso, Ted Crawford, and Sondra Storm to the Tourism Committee.

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: January 2, 2024
Reason: Planning Commission Appointment(s)

Background:

Section 2.16.020 of the Dundee Municipal Code provides for membership qualifications to the Planning Commission. Residency of at least a year is required, except one member may be non-resident provided the member owns real property in the City at least one year prior to the appointment. No more than two members shall be engaged in the same kind of occupation, business, trade, or profession. The term is for four years.

There are three vacancies that occurred January 1, 2024, when Logan Leichtman, Ron Mock, and Doug Pugsley's term expired. Commissioners Leichtman and Mock have applied for reappointment; Commissioner Pugsley did not. John Roberts has submitted an application to fill the vacant position.

The table below shows the occupation/terms of the current Planning Commission members:

<u>Name</u>	<u>Residence</u>	<u>Occupation</u>	<u>Term Ending December 31</u>
Alex Chiper	520 SW 5 th Street	Manufacturing	2025
Ron Mock	110 SW Spruce Street	University Professor	2023
Logan Leichtman	960 SW 9 th Street	Attorney	2023
Edward Carlisle	P.O. Box 38	Engineer	2025
Theresa Stevenson	680 NW 1 st Street		2025
Steve Morris	760 SW 5 th Street	Real Estate	2025
Vacant			2023

Recommendation: Motion to reappoint Logan Leichtman and Ron Mock to the Planning Commission; and, to appoint John Roberts, a real estate broker, as a new member to the Planning Commission.



PLANNING COMMISSION APPLICATION INFORMATION

Those wishing to serve on the planning commission are asked to complete and return the form below. Resumes are preferred, but not required. Application should be marked "Planning Commission Application" and sent to:

Steve Dahl, City Administrator
City of Dundee
PO Box 220
Dundee, Oregon 97115

Name Logan Leichtman Telephone Number 540.435.1087

Address 960 SW 9th St, Dundee, OR 97115

E-Mail lleichtman@gmail.com

Year(s) of Residence 2.5 Job/Occupation Attorney

Educational Background JD, Willamette University College of Law - 2015
BBA, management, James Madison University - 2007

State briefly your reasons for applying This application is to renew my current term on the Planning Commission. I also enjoy land use law. My practice involves some land use work and it was an area that I have researched extensively in law school, and continued to research and write in following school. I also love Dundee. I want to see the City grow with its citizens, responsibly and measuredly, to ensure everyone can live here as good neighbors to each other. I have experience with quasi-judicial hearings and commission procedures, and believe that I will continue to be a valuable asset to the discharge of the Planning Commission's duties.

Dated this 7th day of December, 2023.

Signature *Logan Leichtman*

Office Use Only:

Date of Appointment _____ Term Expires _____

Signed _____, Mayor of Dundee

Dated this _____ day of _____, 20_____.

Planning Commission Interview Questions

1. Why are you interested in becoming a planning commissioner for the City of Dundee and what personal qualifications and/or skills do you have that will be of value to the City should you serve as a planning commissioner?

I love living in Dundee. I would like to see it grow responsibly to ensure that all current and future residents are well-served to enjoy the city as much as I do. In my practice, I have dealt with a number of planning commissions, city councils, and boards of commissioners, and believe this experience will be valuable to inform my own service.

2. Assuming a controversial land use issue is before the commission. How would you reconcile your personal opinions and emotions should they be in conflict with the policies and regulations established by the Dundee Comprehensive Plan, Dundee Development Ordinance and the Dundee Public Works Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some, perhaps even at odds with your own preferences?

In my practice I am required to do this often. Much as my client is the #1 responsibility in every aspect of practice, the city and its established laws and plans would be my primary responsibility in service as a planning commissioner. I am very comfortable subsuming my own preferences to those best for the city and always in accordance with established code.

3. Some issues that the commission hears may be controversial and draw large audiences. At public hearings, planning commissioners must discuss openly among themselves any given matter before a decision is made, and they must do so before sometimes large and sometimes unfriendly audiences. Do you think you work well in group situations under such circumstances?

I have participated in a number of public hearings where my client was an unpopular applicant or presenting an application disfavored by neighbors and others, and have always strove to carry myself in those circumstances with the civility and candor expected of me. I would do the same in service as a commissioner while listening to every stakeholder concern.

4. This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for view with which you might disagree?

Yes and yes. As previously mentioned, my experience as an attorney has me well prepared to both listen and respectfully debate positions with others. I recently also served as chair of my bar section, and in that position had to lead discussions of often disagreeing views. This experience has enabled me to grow and adopt best practices in my own participation in such discussions.

5. What is your vision of Dundee in the next ten years? What are the most important concerns or issues that the City will have to face in this time period?

Generally, I want to see the city grow responsibly, with more infill development of unused property along 99, that retains the character and charm of the city and encourages citizens and visitors alike to explore all we have to offer. I would like to see development proceed in the riverfront district and want to ensure that developers have the utilities and tools they need to do so.



PLANNING COMMISSION APPLICATION INFORMATION

Those wishing to serve on the planning commission are asked to complete and return the form below. Resumes are preferred, but not required. Application should be marked "Planning Commission Application" and sent to:

Steve Dahl, City Administrator
City of Dundee
PO Box 220
Dundee, Oregon 97115



Name Ron Mock Telephone Number 503-487-7240

Address 110 SW Spruce, Dundee

E-Mail rmock@georgefox.edu

Year(s) of Residence 23 Job/Occupation College professor

Educational Background BA, George Fox 1977; MPA, Drake University, 1979; JD, University of Michigan, 1982

State briefly your reasons for applying _____

1. I enjoy the work.
2. I am prepared for it in many ways: professionally, from my history in public service and as a mediator, and more.
3. I love this town, where we've lived for 23 years, and raised two boys.
4. I care about private property rights AND neighbors' rights to be free of intrusions on their property rights, AND the welfare and livability of the community.
5. I want my community to thrive, through good land use decisions made in an atmosphere of robust civility that helps us maximize the value we harvest from our disagreements.
6. A skillful planning commission — one that listens carefully to all three stakeholders in land use decisions (land owner, neighbors, and the larger community) — can play a crucial role in helping land owners and the city find creative ways to protect property rights (of both owners and their neighbors) and enhance every Dundee resident's quality of life. We can help applicants improve proposals before they get to the City Council, so the Council is in a better position to approve plans that maximize benefits for all parties.

Dated this 23rd day of October, 2023.

Signature [Handwritten Signature]

Office Use Only:
Date of Appointment _____ Term Expires _____

Signed _____, Mayor of Dundee

Dated this _____ day of _____, 20_____.

Planning Commission Interview Questions

1. Why are you interested in becoming a planning commissioner for the City of Dundee and what personal qualifications and/or skills do you have that will be of value to the City should you serve as a planning commissioner?

I have a law degree, and a Masters in Public Administration. I served 4 years on the Forest Grove planning commission, and terms of 12 years and now 2 years on the Dundee planning commission. I teach classes at GF in state and local government, constitutional law, and conflict resolution. I have been a mediator, served on the school board for 9 years, and currently direct the Civility Project at George Fox. I have served as recording clerk of the Northwest Yearly Meeting of Friends. I enjoy writing. I think writing legislation is a craft, an art form. I enjoy finding ways to word things so everyone's concerns can be met.

2. Assuming a controversial land use issue is before the commission. How would you reconcile your personal opinions and emotions should they be in conflict with the policies and regulations established by the Dundee Comprehensive Plan, Dundee Development Ordinance and the Dundee Public Works Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some, perhaps even at odds with your own preferences?

In any situation where my own financial interests are coloring my consideration of a matter before the Commission, I will recuse myself. The rest of the time, I have values and opinions about what makes for a good land use decision, having thought about these issues for more than 40 years. I will offer observations and suggestions as resources to the group's decision-making, and will listen for good ideas from others. I will try to help the group find as much common ground as possible. In the end, the decision is the group's, not mine. I can imagine scenarios where a group makes a decision I am so morally uncomfortable with that I have to resign, but I have never been in such a position on a public body and do not expect to be with the Dundee Planning Commission.

3. Some issues that the commission hears may be controversial and draw large audiences. At public hearings, planning commissioners must discuss openly among themselves any given matter before a decision is made, and they must do so before sometimes large and sometimes unfriendly audiences. Do you think you work well in group situations under such circumstances?

In my decades of service on various boards and commissions I have several times faced upset and unfriendly audiences. I am usually one of the last to get upset myself — my training as a lawyer and a mediator, and my view of disagreement as a resource, help in this. I try to listen to everyone and harvest from their comments (even from those the most agitated) ideas or possibilities that could help us make more creative decisions that meet more of the people's needs. One of the things that gives me the greatest satisfaction is working out agreements that meet everyone's needs, and helping people who had given in to anger walk away with a good outcome and a fresh chance to be reconciled to each other — while at the same time protecting the public's interest.

4. This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for view with which you might disagree?

I want to be a good steward of disagreements. I believe we are designed to disagree, that disagreement is a key resource for meeting human needs. Listening well to those who oppose us is essential for being good stewards of disagreement, I am still working on being a better listener — but I do sometimes have good moments where I help people see their interests in a better light, or help them find common ground or make a human connection with someone who has opposed them. It isn't easy to do this in a public hearing setting, but I have occasionally been able to help even in public hearings.

5. What is your vision of Dundee in the next ten years? What are the most important concerns or issues that the City will have to face in this time period?

Dundee's CBD is within reasonable walking distance of the entire town for most people — a big part of quality of life here. On the other hand, our CBD is riven by a major state highway, and is lacking in some things (e.g, a grocery store?). The bypass and the recent downtown aesthetic improvements have reduced the negative side of 99W running through town, and laid good groundwork for maximizing walkability.

We have a great chance now to set our town up to be one of Oregon's gems within the next 20 years or so. We can make the entire town a beautiful place to move around in on foot (or bicycle) by connecting sidewalks and some well-placed paths — and by carefully scaled and designed apartments or PUD's in and near our CBD.

And we can draw revenue from passers-through if a) the town is beautiful enough to lure people to stop, b) we add hotels and other lodging in or on the edges of the CBD, and c) the CBD and other commercial areas are completely developed with attractive and well-targeted shops, eateries, cultural resources, parks, etc. The Billick property south of 5th street is a great asset in this, and possibly the current Dundee school site.



PLANNING COMMISSION APPLICATION INFORMATION

Those wishing to serve on the planning commission are asked to complete and return the form below. Resumes are preferred, but not required. Application should be marked "Planning Commission Application" and sent to:

Steve Dahl, City Administrator
City of Dundee
PO Box 220
Dundee, Oregon 97115

Name John Roberts Telephone Number 541 993 2578

Address 237 SW Oliver CT, Dundee, OR 97115

E-Mail john@thejoyfulrobertsgroup.com

Year(s) of Residence 3.5 Job/Occupation Real Estate Broker

Educational Background BS Engineering

State briefly your reasons for applying _____

As a member of Rotary, United as Neighbors, and the Chehalem Valley Chamber (currently serving as Ambassador Chair), I enjoy serving in our local community.

Most of that involvement has been focused on Newberg, however, as a Dundee resident, I would like to serve Dundee as well. I see this position as an opportunity to do that.

Dated this 20th day of December, 2023.

Signature John Roberts

DocuSigned by:
John Roberts
950A8EDB4691436...

Office Use Only:

Date of Appointment _____ Term Expires _____

Signed _____, Mayor of Dundee

Dated this _____ day of _____, 20____.

Planning Commission Interview Questions

1. Why are you interested in becoming a planning commissioner for the City of Dundee and what personal qualifications and/or skills do you have that will be of value to the City should you serve as a planning commissioner?
2. Assuming a controversial land use issue is before the commission. How would you reconcile your personal opinions and emotions should they be in conflict with the policies and regulations established by the Dundee Comprehensive Plan, Dundee Development Ordinance and the Dundee Public Works Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some, perhaps even at odds with your own preferences?
3. Some issues that the commission hears may be controversial and draw large audiences. At public hearings, planning commissioners must discuss openly among themselves any given matter before a decision is made, and they must do so before sometimes large and sometimes unfriendly audiences. Do you think you work well in group situations under such circumstances?
4. This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for view with which you might disagree?
5. What is your vision of Dundee in the next ten years? What are the most important concerns or issues that the City will have to face in this time period?

Answers to Dundee Planning Commission Interview Questions

1. I am a forward-thinking person. In addition to wanting to know what is happening around me, I also want to know what is changing. Planned change is generally better than unplanned change, providing it occurs in a well-thought out and controlled manner. When the opportunity presents itself, I like having input to the change planning process.

Through my engineering education and high-level management experience in aerospace manufacturing, I have learned to identify when change is needed, and to define and communicate the improvement actions to implement it.

2. The key to addressing controversy is to first identify the policies/standards governing the issue at hand. Land use issues are no different in that regard. Controversy generally occurs as a result of either a lack of well-defined policies and standards or a lack of understanding of those policies and standards.

When multiple paths forward present themselves—assuming they all support the governing policies/standards (in this case, the DCP, DDO, and DPWDS)—the path that best serves the greater good of the community should be chosen. Personal preference has to be subordinate to the greater good.

3. Throughout my career I have had much experience dealing with an audience who disagrees with a position I have taken. The key to maintaining civility is to, as much as possible, keep the focus on the governing standards and policies.
4. I consider myself to be a good listener and believe most individuals are trying to improve the community around them. Someone might have an opinion different from mine, but what they have to say should always be considered.

I am currently involved in a community group in Newberg (United as Neighbors) that focus on having tolerance toward those who have differing opinions.

5. Dundee is poised for tremendous growth and change in the near future, which means there is also much potential for controversy. Having in place a well-documented comprehensive growth plan will be of vital importance. A good growth plan also includes a process to facilitate proactive communication to ensure the community remains aware of upcoming change.