

**CITY COUNCIL MEETING  
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January 3, 2023**

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**City of Dundee**  
**City Council Meeting Minutes**  
**January 3, 2023**

**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, Tim Weaver, Jeannette Adlong, David Ford, Bruce Starr and David Hinson.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Greg Reid, City Engineer; Brandon Hamilton, Fire Chief; Chuck Simpson, Public Works Superintendent; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Bradley Bird, 985 SE Edwards Drive; Jared Diganci, Waechter Architecture; and Ed Carlisle, 760 SW Alder Street.

**Oath of Office Administered**

City Administrator Steve Dahl administered the Oath of Office to re-elected Mayor, David Russ, re-elected City Councilors Storr Nelson and Bruce Starr, and newly elected City Councilor, David Hinson.

**A motion** was made and seconded to nominate Councilor Storr Nelson for the position of Council President. **The motion** passed unanimously.

**Agenda Changes**

Fire Department Update was added as Old Business Item 5.5 and Utility Bill Review for Bradley Bird was added as New Business Item 6.3.

**Public Comment**

None.

**Consent Agenda**

**A motion** was made and seconded to approve Consent Agenda Item 4.1 Fire Department Invoices and Item 4.2 September 2022 Financials. An update on timing for financials through November 2022 is requested. CA Dahl advised that due to the audit, these have been delayed but should be available by the end of this month. A question was asked regarding the purchase of water being higher than expected for outside purchases. Outside purchases were described as outside the range of expectation; rate for outside users can be tied in with item 6.2 under New Business. **A motion** was made and seconded to modify the previous motion to approve consent agenda items 4.1 Fire Department Invoices and 4.2 August 2022 Financials. **The motion** passed unanimously.

**Old Business**

**Approval of Parks Grant**

Councilor Jeanette Adlong reported that all is in order from the State of Oregon for this refundable/reimbursement grant. **A motion** was made and seconded to accept the \$75,000 grant

between the City of Dundee and the Oregon State Parks Department LG22-035 to fund the restroom building at tipsu palach Park. **The motion** passed unanimously.

### **Approval of tipsu palach Park Restroom**

Contractor documents were reviewed. It was noted that ROMTEC has attempted to make this as energy efficient as possible. The location of the restroom site was clarified. The angle going into the sewer line needs clarification. Estimated completion date was noted to be September 2, 2023. **A motion** was made and seconded to approve the contract with ROMTEC for a premade and installed public restroom for tipsu palach Park.

### **Bus Loading Zone on 9<sup>th</sup> Street**

A developer has proposed a request for a 50-foot bus loading zone on the north side of SW 9<sup>th</sup> Street between Highway 99W and SW Linden. This would be strictly for use by tour busses; public transit is not yet online. Jered Diganci, representative of Waechter Architecture, is in attendance and provided information on the intentions of use by winery tour busses and the location intended. Future growth and use of the loading zone was discussed. Council and Mr. Diganci discussed the route the busses would take after leaving the loading zone. The design of the loading zone was reviewed including landscaping and crosswalks. This request will have to go through the Planning process. This will be done through LID. City Councilors are in favor of proceeding with the concept **by consensus unanimously**.

### **Update of Stormwater Project**

A TMDL quarterly update was provided to Council in the packet. DEQ requirements have been completed recently. Most recent update was to add a mercury component with sampling and monitoring that will be required. Public and staff education on impacts of mercury and release of mercury to the Willamette River that has high mercury levels is required. Settlement of civil penalty that was levied against the city regarding the stream, wetland and Riparian Protection Ordinance continues to be processed including working with the environmental consultant to define the wetland, streams and repairing areas in town. In order to reduce the amount of civil penalty, DEQ made an allowance to propose a supplemental environmental project to allow the funding of improvements in town instead of giving the funds to DEQ. This preliminarily includes facilities to treat the untreated water upstream of the 9<sup>th</sup> street project, so the neighborhoods have treated water. Protecting neighboring areas with vegetation, shading and approved DEQ means is planned in the future.

### **Fire Department Update**

Fire Chief Brandon Hamilton reported that the task force discussed the Rural District's assessed value being less than the city's assessed value, and discussed heavily to potentially reduce the rural district millage rate to under one dollar and come up a little bit in the city to help offset the difference to come up with a balance. M. Russ requested a spreadsheet for review which would include breaking out the residential from commercial at the next council meeting. The tax base already reflects in Urban renewal factors.

## **New Business**

### **Change of Terms for Planning Commission**

C.A. Dahl reviewed information contained in the memo on page 78 of the meeting packet. Making the requested changes would require a change in the Ordinance. Council briefly discussed the request. The consensus of Council was to move forward with an ordinance amendment.

### **Ordinance No. 580-2023 Termination of Development Agreement**

Since the city is redesigning 9<sup>th</sup> Street and plans to go out for a bid soon, the emphasis for this agreement no longer exists. SOFAR, LLC and Project PDX have been contacted and everyone involved in this agreement are concur with no longer having this agreement in place. **A motion** was made and seconded that ordinance 580-2023, foregoing ordinance 537-2021 a development agreement between City of Dundee, Wine Country Legacy Partners, LLC and SOFAR, LLC be read by title only in accordance with Chapter VIII, Section 39(a) of the City Charter on the 3<sup>rd</sup> day of January 2023, and be passed at the January 17, 2023 meeting. **The motion** passed unanimously.

### **Utility Bill Review – Bradley Bird**

Bradley Bird, 985 SE Edwards Drive, introduced himself to Council and provided a written statement to members, a copy of which was added to the meeting agenda materials. Bird explained that he invited public works to test his water meter which tested functional. He discussed that his November bill showed twice as much use as prior readings, though the excess use cannot be accounted for. Discussion ensued and Chuck Simpson, Public Works Superintendent, will review the water bills from October forward to see if the usage has returned to normal. This will be tabled pending additional research of Bird's utility billing account.

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

C. Ford discussed the importance of having up to date financials to review. Discussion ensued and the City Administrator addressed brief questions. He discussed the lengthy audit process which is almost complete. He also shared with Council his goal of the financials being caught up by the end of January. A suggestion was made that staff walk through the updated financial statement once it is updated to assist new Council members in understanding the statement. It was noted that the first Budget Committee meeting will be in April of 2023. C.A. Dahl briefly discussed the challenges of the new payroll system, and noted that Caselle has been contact and issues are now being addressed by supervisory staff.

Council requested an update on the Verizon cell phone tower. It was noted to have originally been planned as a 4-month process. Fire Chief Hamilton explained that the tower is functional but there are details to finish such as fencing and concrete. The tower is functioning but on a generator. Hamilton explained that T3 Construction is the general contractor; they sub out electrical, etc.

### **Mayor's Report**

M. Russ requested that Rural Fire District updates be provided until there is a new district. C.A. Dahl indicated that Council goals will be reviewed at the next meeting. He noted that Council training has been budgeted.

M. Russ met with Newberg's incoming mayor and discussed the possibility of joining with them on a water treatment system. Newberg is in the process of building a water treatment plant to use the Willamette River. Dundee also has water rights for the Willamette. Discussion ensued and it was noted that Dundee would have to come up with 2/3 of the fees owed for their part in the agreement. M. Russ felt this is a reasonable plan and is hopeful Council feels the same and will want to move forward.

CA Dahl discussed that he did investigate a potential partnership with McMinnville and Dayton as well. Those locations are farther away than Newberg and thus at a higher cost. CA Dahl contacted McMinnville and stated that Dundee would have to build a pipe from Lafayette to Dundee. C.A. Dahl explained that Dayton is in the process of drilling another well, which they

feel will address their water needs for the next 20 to 25 years so are not interested. CA Dahl reported Dayton and Lafayette own three wells together. Dayton does not have a backup source. Dayton's city administrator had no interest in a backup agreement. C.A. Dahl explained that the engineer has been contacted for an estimated cost to get from Newberg to Dundee pipelines. That information should be available in the next month or so. An estimate of cost from Newberg has not yet been received. Legalities of a water right lease were discussed as well as potential funding options. The importance of community outreach to discuss options was discussed.

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

CA Dahl recapped the staffing challenges necessitating the need for someone to prepare minutes. An outside source was suggested.

CA Dahl reviewed that he sent an email prior to Christmas reporting that a city fire brush truck was totaled during the ice storm. Brief discussion ensued and it was noted that the insurance company responded last week.

CA Dahl discussed that the city applied for the Parks Grant. The city should hear back in June. The tourism Committee filed a report for a license plate grant. Finances were turned in today.

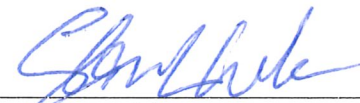
### **Public Comment**

None.

The City Council meeting was adjourned at 8:37 P.M.

Attest:

  
\_\_\_\_\_  
Steve Dahl, City Administrator/Recorder

  
\_\_\_\_\_  
David Russ, Mayor  
Steve Nelson, Council President