

**CITY COUNCIL MEETING  
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January 18, 2022**

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**City of Dundee**  
**City Council Meeting Minutes**  
**January 18, 2022**

**Call to Order**

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

**Council and Staff Attendance**

Mayor David Russ; Councilors David Ford, Patrick Kelly and Tim Weaver. Attendance Via Zoom: Councilors Storr Nelson, Jeannette Adlong, and Ted Crawford. Staff Attendance: Rob Daykin, City Administrator; Greg Reid, City Engineer; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

None.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Items 4.1 City Council Minutes, December 7, 2021 and 4.2 Special City Council Minutes, December 20, 2021. **The motion** passed unanimously.

**Old Business**

**Ninth Street Improvements Financing Options**

Discussion was had about the flexibility of the financing options and potential repayment strategies. C.A. Daykin discuss his hope that info and direction could be gathered from City Council tonight; a meeting could then be held with DURA to follow up on some of the issues discussed tonight for further direction. He explained that following both meetings, C.E. Reid could then prepare a report that would come back to Council at a future date, which property owners within the LID would be notified of. C.A. Daykin discussed important points contained in his agenda report information beginning on page 11. He briefly discussed different variables between the properties contained within the LID area and suggested that Council (DURA?) may want to take some of these differences into consideration; consideration could be given to allow certain properties to make application to DURA to consider on a case-by-case basis whether or not those specific properties would received additional benefit from DURA to help out. M. Russ suggested that this would need to be done with careful consideration. He inquired about whether a class could be established which could have an extended payment period.. C.A. Daykin explained that the ordinance is set at 10 years as well as the City Charter for urban renewal loans.

C. Ford asked for clarity regarding the process. C.A. Daykin explained that one option could also be the formation of two LID's – one LID which only deals with improvements that will be charged regardless to all property owners (for example, sidewalks, curbs & driveways), while the street/storm drain improvements could potentially be included in another overlapping LID within the same project area which only targets certain properties for those types of improvements. C.A

Daykin offered that another option could be to look at the sidewalk, curb & driveway approaches on frontage, but base the street and storm improvements on the lot size. This methodology would shift more of the costs to the larger properties and reduce the costs to the smaller properties. He pointed out that many of the smaller properties are residential uses in a residential zone or residential uses in a commercial zone.

C. Ford inquired about whether there has been any similar local precedence or other cities of similar size with similar situations that should be considered before setting the method of assessment. C.A. Daykin explained that Dundee has only had two LID's completed so far in the City of Dundee's history: Locust Street (in which virtually 100% of the costs were assessed against the abutting property owners on a front footage basis) and the Highway improvement (which only targeted sidewalks, new curbs and driveways) with a complex methodology with some of the costs picked up by other sources of funds including grant funds and other city funds. C.A. Daykin discussed the recent approval of the Alder Street LID and the complex funding associated with that project was reviewed in detail. Additional guidance was requested and C. Atty Kahl clarified that Code provides that any just and reasonable method can be used for the assessment; discussion ensued. C.A. Daykin discussed that because there are so many types of situations within the LID boundary, he suggested Council consider a consistent process for all properties which will allow the opportunities for certain property owners (specific for residential uses) to make application to DURA to request assistance to further offset the assessments. He explained that a condition could be made that as long as they still reside at the premises and maintain it as a home, they may continue to have that assistance for the full 10 years; if the property were to convert to commercial use, then that assistance would stop OR if a large residential property that partitions, then the assistance would also end. C. Ford felt that it may make sense to consider residential zone vs. commercial zone, and perhaps utilize a different method of assessment for each. C. Nelson voiced support of treating potentially the residential, commercial and industrial properties differently; and if there is a residential home in a commercial zone, they could come to petition with some different relief perhaps available to them. He stressed the importance of the project being completed fairly.

M. Russ inquired about whether the improvements in this commercial zone are more costly than if improvements were done in a residential zone. C.E. Reid explained that the improvements are more costly due to a center median and more street trees (more curb and more landscaping). Discussion ensued. M. Russ felt that consideration should be given for the commercial improvements in this area. C.A. Daykin suggested that one option might be for the residential zone only being assessed for the curb, sidewalk and driveway improvements; the extra costs of the median and trees, etc., falls under the street assessments.

C.A. Daykin discussed that following this discussion tonight with Council, feedback will need to be received from DURA to the extent urban renewal will contribute to the project. M. Russ requested that information be provided to DURA regarding cost of sidewalks, driveways and curbs so that a decision can be made. C. Ford suggested that one option may be that the water main relocations and the street & storm water facilities be evaluated to assign more to the commercial zone than the residential zone. C.E. Reid noted that the meters are specific to each property and should be the responsibility of each property owner. Discussion ensued and it was noted that the shortfall could potentially be split between DURA and the commercial in some combination. Additional thoughts and ideas for options of assessment were discussed.

Concern was expressed about adding a four-way stop to the intersection of the two city collector streets of Alder and Ninth Streets. A roundabout option was briefly discussed as well as the option of a four-way stop. Pros and cons of each were briefly discussed. It was noted that consideration should be given for the assortment of traffic in the area - buses, trucks, fire

response, and commercial vehicles. C. Adlong pointed out that a roundabout in this area would be a gateway feature to the commercial district and set that area apart. She expressed concern about the amount of property that would be required for the roundabout option. The map on page 15 was discussed in detail, and different potential scenarios were discussed.

C.A. Daykin discussed that he spoke with the property owner of lot 17 recently who has inquired about the Linden Lane extension. He explained that the position of the property owner is that the City should compensate him for providing the right-of-way (ROW). C.A. Daykin discussed that eventually the city would like to acquire this ROW from this owner as well as the section that comes up from Tenth Street. It was noted that this would likely not be included in the Ninth Street improvement project.

C.A. Daykin discussed that the owner of Lot #18 has a construction deferral agreement in place already for the improvements next to Alder Street. It was noted that these improvements could be a separate project or perhaps be wrapped into the Ninth Street improvement project. Detailed discussion ensued.

### **Dundee Fire District Consolidation**

Fire Chief Brandon Hamilton highlighted information contained in his memo beginning on page 21. It was noted that if the measure were included on the ballot and passed, it would take effect July 1, 2023.

## **New Business**

### **Resolution No. 2022-01, Declaration of Vehicles as Surplus**

Fire Chief Brandon Hamilton noted that Engine 32 has not been used since he began working for the City, though it is operational. A **motion** was made and seconded to pass Resolution No. 2022-01, a resolution declaring certain fire department vehicles as surplus and authorizing their sale. **The motion** passed unanimously.

### **2022 State Parks Grant Application**

C. Adlong noted this was a topic of discussion at the December Parks Advisory Committee meeting. She reviewed information contained in the agenda report beginning on page 27. She discussed that with the recent swift development of the Alder Street Park, the Committee felt that continuing the momentum of development would be most beneficial for the community. C. Adlong explained that the Tourism Committee member who wrote the original grant application has also offered to assist in writing this grant application for State Parks; she will work together with a member of the Parks Committee who has grant writing experience as well. C. Adlong expressed concern about funding the project. C. Crawford pointed out that if the Tourism Committee agreed, they could easily cover a minimum of the 20% of funds needed for the grant; one of the Committee goals has been to have a public restroom in Dundee. He noted that a public restroom facility could be interpreted as a tourism-related facility as tourists will use it. Discussion ensued. C. Crawford voiced strong support for the location of the restroom as well; it would be located in a good area to serve tourism. Potential financing options for the project were discussed in detail. C.A. Daykin noted that approximately \$150,000 would be required to match the \$75,000 grant. He suggested that perhaps part of the funds needed could be provided by DURA if they were willing to fund part of that project; this topic will be added to the upcoming meeting agenda. Discussion ensued. M. Russ suggested that community involvement in the form of funds from local businesses to purchase a block or brick with acknowledgement on it may be an additional funding source. C. Crawford suggested that the Early Bird Rotary Foundation could be a potential grant source as well; there are funds available. It was noted that the Rotary will be meeting at the end of January. C. Adlong voiced that there are opportunities for contributions

towards certain features in the park. C. Crawford suggested the Committee look into the Spirit Mountain Community Fund as a potential source of funds.

C. Adlong suggested confirming with CPRD to make sure they are still planning to submit an application for the large grant; if not, then the larger grant could be sought for the Alder Street Park project. C.A. Daykin supported verifying this information and will plan to do so tomorrow.

The public restroom feature was discussed in detail. Council favored the idea of a year-round public restroom. C. Crawford noted that there are only three months during the year where there is not a significant amount of tourism activity, though there is still tourism activity on the weekends year-round; a seasonal restroom facility does not seem logical. C.A. Daykin discussed the cost differences between a seasonal and year-round restroom facility.

### **Resolution No. 2022-02, Park Property Naming**

C. Adlong discussed that “tipsu palach” is derived from the chinook wawa language, the language of the Kalapuya tribe. She reviewed the process by which the Parks Advisory Committee selected the name, which means “plant gift.” C. Adlong explained that David Harrelson, the Tribal Historic Preservation Officer at Grand Ronde Tribes, assisted the Committee in finding an appropriate name with the desired meaning. It was noted that capital letters are not used the language, so the name will be shown in lowercase letters. **A motion** was made and seconded to pass Resolution No. 2022-02, a resolution naming tipsu palach park. **The motion** passed unanimously.

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

None.

### **Mayor’s Report**

M. Russ discussed that last week he met with Police Chief Kosmicki about operations of the department for the City of Dundee. He shared that he was very impressed with Chief Kosmicki and noted that Chief Kosmicki cares for his Staff and manages morale very well based on what was said at the meeting.

M. Russ provided a brief update on the hiring process for the city administrator position. He noted that he will provide the selected candidate with appropriate documents tomorrow.

### **City Administrator’s Report**

C.A. Daykin discussed that Wine Legacy Partners (owners of the property located at the intersection of Ninth & Alder Streets) previously entered into a developer agreement with the City of Dundee. He explained that they have determined that they will not be able to reuse that building and considering a tear down at this point. C.A. Daykin explained that the owners will be bringing back a proposed amendment to the development agreement to formally recognize that. It was noted that the understanding is that their intention is to tear down the building and replace it with a new one.

C.A. Daykin discussed that he heard back from PGE regarding his request for them to provide him 3 or 4 difference scenarios for various undergrounding projects that the City Council might be interested in pursuing as a forced undergrounding issue. He explained that after looking into it, PGE decided it would be a six-month review process, though he had been hopeful to have information to provide at this meeting. Discussion ensued regarding the different scenarios being explored.

C.A. Daykin discussed that the city paid off the \$361,000 loan that was taken out seven years ago to Key Bank for the construction of the public works equipment storage facility. He noted that this will have a positive impact in reducing the overall contribution rates from water/sewer/street/stormwater into the equipment reserve fund.


C.A. Daykin discussed that Yamhill County Grants did inform the City that we will be awarded for the full amount requested for the two grants from the AARPA funds, a total of \$448,500. It was noted that these funds will be used towards sewer-related projects.

C.E. Reid noted that he has been told by ODOT that the streetlight poles will arrive in March 2022. He noted that the delay seems to be a manufacturing issue. Brief discussion ensued.

**Public Comment**

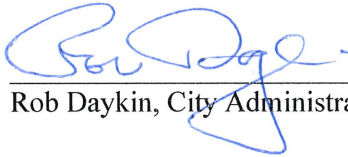
None.

The meeting was adjourned at 8:14 P.M.



\_\_\_\_\_  
David Russ, Mayor

Attest:



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Rob Daykin, City Administrator/Recorder