

City of Dundee
City Council Meeting Minutes
February 20, 2024

CALL TO ORDER

Mayor David Russ called the meeting to order at 7:01 P.M.

COUNCIL AND STAFF ATTENDANCE

Mayor David Russ; City Councilors David Hinson, Bruce Starr, David Ford, and Tim Weaver.

Absent: City Council President Storr Nelson and Councilor Jeannette Adlong.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Greg Reid, City Engineer; Melissa Lemen, Administrative Assistant; Melody Osborne, Administrative Assistant; and Kenzie Nagel, Administrative Assistant / Assistant City Recorder.

Public Attendance:

Blair Goldstein, Goldstein Developments; Baylee Goldstein, B2 Community Care; Scott Allred, Goldstein Developments; Sydney Allred, Goldstein Developments; Cody Heimeyer, B2 Community Care; Suey Linzmeier, Head Start of Yamhill County; Alex Chiper, 520 SW Fifth Street.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Action: To approve the Consent Agenda, omitting Item 4.1 City Council Minutes, February 6, 2024, until a correction is made.

4.1 City Council Minutes, February 6, 2024

4.2 City Council Goals Update

4.3 OLCC Application, Aubaine Dundee

4.4 OLCC Application, Open Claim

M. Russ discussed that a correction would need to be made to the February 6, 2024, City Council meeting minutes. He noted that on page 4 of the meeting agenda packet (page 2 of 4 of the minutes), that he did not second the motion relating to Ordinance No. 585-2024. He requested staff to review the meeting recording and update the information for the next meeting consent agenda.

Motion: C. Ford
Second: C. Weaver
Vote: Unanimous in favor.

OLD BUSINESS:

UTILITY BILL APPEAL

C.A. Dahl reviewed information contained in his meeting agenda report on page 30. Council reviewed the information and discussed the issue. C.A. Dahl pointed out that Bird's water usage showed roughly the same cubic feet of water use for October and November of 2023 and the change in his bill was due to the account no longer on the consolidated rate but on the actual usage as described in the ordinance. The consensus of Council was to move forward with reduction.

APPROVAL OF CONTRACT WITH CASELLE FOR PERMITTING SOFTWARE

C.A. Dahl reviewed that at the February 6, 2024, meeting, Council asked staff to move forward with obtaining contract information from Caselle along with finding out what contractors preferred. Staff were able to report that the contractors did not have a preference. Council reviewed and discussed the information provided; C.A. Dahl and Melody Osborne addressed brief questions. C. Starr voiced support of utilizing the Caselle software. C. Hinson inquired about whether this cost was included in the current budget and C.A. Dahl explained that though it is not, the \$6,750 set-up cost and the monthly hosting fee of \$714 would be added to the upcoming fiscal year budget. Osborne discussed that her hope would be that the software be up and running by July 1st of 2024; payment could likely be made in the next fiscal year as well.

ACTION: Motion to approve contract with Caselle for permitting software along with the \$6,750 set up fee and hosting fee of \$714 a month.

Motion: C. Ford
Second: C. Weaver
Vote: Unanimous in favor.

ORDINANCE 585-2024, INCREASING THE CITY'S PUBLIC CONTRACTING LIMITS

Council briefly reviewed the proposed Ordinance 585-2024.

ACTION: Motion to approve Ordinance 585-2024, an ordinance amending Chapter 3.12 of Dundee Municipal Code to update contracting rules.

Motion: C. Ford
Second: C. Weaver
Vote: Unanimous in favor.

UPDATE ON 9TH STREET

C.E. Reid informed Council that he was still waiting for PGE to get back to him with an update on the poles. He discussed that the preconstruction meeting took place so the contractor could get to work on the installation of the undergrounding along the northerly property that's being redeveloped by Terrain. C.E Reid discussed that the ODOT permit to bore under the highway was delayed as the cultural resource survey was not completed; finalization for the permit should be received by the end of the week. He explained that once PGE finishes with putting in the poles, Ziply and Comcast can then move their facilities to those poles. Once that is completed, the old poles will then need to be removed which may take a couple weeks to get done. Council inquired about whether there has been ongoing communication with the property owners surrounding the construction. Reid affirmed that he has been in communication with property owners and would continue to do so. He noted that there might be a potential power outage when the conversion gets completed; residents would be informed.

NEW BUSINESS:

COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST

Suey Linzmeier, Executive Director, Head Start of Yamhill County, approached Council and introduced herself. Linzmeier explained in detail what services Head Start provides and how they serve the low-income families in Yamhill County. She also provided Council with a detailed pamphlet about the organization. It was noted that the proposed location for the Dundee Head Start program is next to the Methodist Church on 10th Street on the ground floor level of a three-story building, to include two classrooms. Linzmeier reviewed that the other Head Start locations in the county include Lafayette, McMinnville, Newberg, and Sheridan. She mentioned that in Dundee, there are 13 families that qualify for their services. C. Ford inquired about what assistance the City of Dundee would need to provide for the Head Start program to receive this block grant. Linzmeier explained that the city would be a lease holder for five years. Linzmeier explained that the block grant would be for construction purposes only as they receive other grants for operation. M. Russ voiced concern for permitting, specifically for parking. Linzmeier assured Council that Habitat for Humanity was working on that issue. Council inquired about a timeline for this project and Linzmeier explained that the application will take about six months and that the process would take additional time.

Blair Goldstein, Goldstein Developments, introduced himself to Council and reviewed their proposed plan for building a community center/day facility for individuals with disabilities located on the West side of Highway 99W. Goldstein reviewed information to City Council beginning on page 52 of the meeting agenda packet. C. Ford inquired about the need for these types of services in Dundee, the capacity of the proposed facility and what services would be provided. Goldstein explained that the space would hold up to 90 adults including staff. He went on to explain that Dundee was already a location for their transportation services and would not cause more traffic in Dundee. Goldstein emphasized that an added location in Dundee would provide more availability for individuals to participate in this program. Goldstein also discussed the job opportunities that this would provide to Dundee residents to work within their facility. Discussion ensued about the budget for this facility. C.A. Dahl asked the Council if the city wanted to work with these applications and sponsor them or not. The city can allow two block grants per five-year cycle. C. Starr questioned if the city could use

these block grants to finish the sidewalk to the elementary school or throughout the community. C.A. Dahl answered that no, the city can not use these grants as the city does not qualify.

C. Ford cautioned the Council for granting two organizations at the same time might be too much at once. C.A. Dahl assured that each organization is responsible for the work. The city would be involved in the public hearings that would take place before and after and ensure the proper rules are set in place for each facility. C. Starr brought up the finances and questioned whose responsibility it would be for these organizations. C.A. Dahl confirmed it would be Business Oregon.

M. Russ then asked if anyone else would like to comment on behalf of Goldstein Developments or B2 Community Care. Cody Heimeyer approached Council and introduced himself as the Director of Compliance and Operations with B2. He provided more insight into what B2 does for these individuals and how important building a new facility would be for them. A more detailed pamphlet was provided.

The council agreed that one of the two organizations would be best to start with and questioned if Head Start was ready to go now. Suey Linzmeier approached Council and confirmed that Head Start is not ready yet as it is a process. C. Starr asked for a more detailed proposal with finances from these organizations and for Council to discuss at a different time. C. Starr pointed out that there might be other organizations that could benefit from this community block grant that could serve our community. M. Russ requested the City Administrator to do more research to identify the participation that the city would have for these block grants.

BAD DEBT WRITE OFF

C.A. Dahl asked Council to write off a total amount of \$141,395 in unpaid debt of traffic fines that were over twenty years old. The compiled list provided to Council gave detailed information about each write-off. C.A. Dahl expressed that after twenty years the people who fail to pay the fine, the statute of limitations has expired, and the violators will have the ability to get their license renewed. This being the case the city does not anticipate them to pay their fine. Discussion ensued about the process and how it should be written off more periodically.

APPROVAL OF BAD DEBT WRITE OFF

The council agreed the bad debt should be written off for simplicity and cleaning of the books.

ACTION: Motion to approve the write off uncollectable traffic fines that are twenty years or older.

Motion: C. Weaver

Second: C. Ford

Vote: Unanimous in favor

COUNCIL CONCERNS AND COMMITTEE REPORTS

None.

MAYOR'S REPORT

A resident emailed the mayor about their new water heater and because its meter is made of plastic and located above the freeze line it could create a potential issue. C.A. Dahl explained that it should be below the freeze line and discussed the building code for meters. C.A. Dahl reached out to the Public Works Superintendent, Chuck Simpson who looks at meter readings did not find an issue with these meters freezing. He also assured Council that these meters were building code approved.

M. Russ questioned if the budget was accessible on the website in its own category and easy to find. He then requested that change be made.

CITY ADMINISTRATOR'S REPORT

- March 7th, tourism master plan open house at the fire hall
- The ADA parking RFP applications are due tomorrow, February 22nd.
- Thursday, February 22nd a budget task force meeting will take place at 7 pm
- Next Thursday, February 29th, a budget task force meeting will take place at 7 pm to present a preview of the budget.
- A Council goal update meeting will take place in March.
- The audit was complete this afternoon, hours before tonight's meeting.

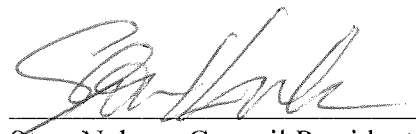
PUBLIC COMMENT

None.

Executive Session:

The City Council entered Executive Session at 8:42 P.M. in accordance with ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Executive Session ended at 8:55 P.M. and the Council did not reconvene.

The meeting was adjourned at 8:41 P.M.



Storr Nelson, Council President

Attest:



Steve Dahl, City Administrator/Recorder