

**CITY COUNCIL MEETING
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March 1, 2022**

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City of Dundee
City Council Meeting Minutes
March 1, 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, Ted Crawford, and Tim Weaver. Attendance Via Zoom: Councilor Jeannette Adlong. Absent: Councilors Storr Nelson and Patrick Kelly. Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Greg Reid, City Engineer; and Melissa Lemen; Administrative Assistant, Rob Daykin, former City Administrator Chuck Simpson, Public Works Superintendent. Staff Attendance Via Zoom: Brandon Hamilton, Fire Chief.

Public Attendance

Jenna White, The Dundee Hotel, 1410 Highway 99W; Mary Lewis, Alder Terrace LLC, 906 SW Alder Street; Stephen Christian, Alder Terrace, 906 SW Alder Street; and Sherry Wilson, Aramenta Cellars/Dundee Wine Library, 1326 Highway 99W, Suite 105.

Agenda Changes

None.

Public Comment

Jenna White, 1500 NE 27th Street, Apt #77, McMinnville, OR, introduced herself and indicated that she is present on behalf of The Dundee Hotel. Sherry Wilson, 710 E. Main Street, Yamhill, also introduced herself and was representing the Dundee Wine Library. White explained that they are present this evening to gain clarity on the use of tipsu palach Park across from the hotel. She discussed that their management company worked very closely with the City to obtain the grants to help facilitate the park development and are incredibly excited to utilize it. White explained and the hotel and the Dundee Wine Library are interested in hosting a Memorial Day weekend block party and inquired about what permits may be required. She discussed that they would like to include some different vendors and food trucks for their event. White noted that they would plan to allow use of the hotel restrooms (6) during the event. She discussed that moving forward they would also be interested in hosting additional events at the park including a movie night; the Dundee Hotel would sponsor and purchase any equipment needed. White explained that they would also be interested in hosting an extension of the farmers market that took place last summer in Dundee; not an event to compete with the present farmers market but perhaps a collaborative idea of doing something similar on a different day in an effort to continue to drive energy to the City of Dundee. Wilson voiced that they would like to have a better understanding of the park use policies as it seems vague at this point. Discussion ensued. White stated that the Dundee Hotel has 22 rooms and only has capacity for 48 guests; the hotel guests would not overtake the event which would be open to the public.

M. Russ discussed that the Dundee Community Committee has provided similar events such as Party in the Park and Movie in the Park at Billick Park. He explained that the farmers market is a function of Chehalem Park & Recreation District (CPRD). White expressed interest in hosting a movie in the park event different and separate from the Billick Park movie event. M. Russ briefly discussed permitting processes involved with different events in the City of Dundee. He voiced support of community gatherings and suggested she contact C.A. Dahl to review the details of the

permitting processes for events. C.A. Dahl offered to research and provide information for White at some point in the near future. M. Russ voiced support of including the Dundee Community Committee in future event planning as well.

C. Adlong voiced that at this time the City doesn't have policies in place regarding parks; tipsu palach is the first city-owned park which has received an event request. C. Adlong discussed that the city needs to create park policies; she has some examples of park policies from other cities and offered to share those with C.A. Dahl. Discussion ensued.

White explained that since there are nearby tasting rooms they would plan to provide food truck vendors at park events to address that concern. She discussed that in the future, if alcohol were permitted in the park, they would like to invite additional wineries to pour and come down from the vineyards to attend these events. M. Russ suggested that if C. Adlong could provide the sample park policies to C.A. Dahl, then perhaps he could work with the city attorney to draft up a park policy proposal for Council to review. M. Russ voiced support of working with the Dundee Hotel regarding their desire to host a Memorial Day event. C. Ford voiced support of reviewing applications utilized by other entities for use of park facilities to aid the city in developing one of their own.

C. Crawford referenced a vacant lot next to The Dundee. White explained that at this time they are partial owners of that property; there are plans to build an expansion to the Dundee Hotel at some point in the future. She discussed thoughts and ideas for use of the vacant property and offered that it is available to the city for use during times when it is not otherwise being utilized.

White explained that they initially reached out to the city approximately 45 days ago regarding the Memorial Day event; they would like to move forward on any required applications, etc., as soon as possible but ideally not later than the end of March. C.A. Dahl discussed that he will bring information back to the next Council meeting for their review.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Items 4.1 City Council Minutes, February 1, 2022 and 4.2 Public Works – 2021 Highlights. **The motion** passed unanimously.

Old Business

Alder Terrace Water Leak

Council reviewed the information presented. Chuck Simpson, Public Works Superintendent, discussed that since they weren't contacted about the issue they are unaware of the condition of the water meter box or tree roots; no pictures were provided. Simpson explained that due to the lack of information he cannot provide Council with an estimate of costs for digging out the meter box. Simpson discussed that when PW repaired it several years prior they did place a new meter; he recalled it taking approximately 2 hours to dig and remove the box at that time. Simpson explained that in the 2-3 year span since they last dug it up he doesn't feel that the roots would have been that intrusive for them to have worried about getting the box out, though reiterated that he did not see it. C. Crawford inquired about the denial of the claim through CIS. Former C.A. Daykin explained that his understanding is that CIS felt that the City was not given an opportunity to address the issue, and the City wasn't responsible for the expense. Brief discussion ensued. **A motion** was made and seconded to authorize the reimbursement of \$750.00 to Alder Terrace LLC. **The motion** passed unanimously.

Resolution No. 2022-06, Intent to Initiate LID No. 2022-1

C.E. Reid reviewed that as previously discussed, the commercial and light industrial properties are only being charged for the street improvements. He explained that when the calculation was made in the original spreadsheet Council reviewed they had divided by only the linear feet of the light industrial and commercial properties and not the overall linear feet within the project area – which incorrectly left those properties paying for all of the street improvement, even those which were not in front of them. C.E. Reid explained that this has been adjusted and the calculation is now based on the overall linear feet so that the cost for the street frontage in front of the residential properties is now going to urban renewal; this reduced the assessments on the commercial and light industrial properties. Brief discussion ensued. **A motion** was made and seconded to pass Resolution No. 2022-06, a resolution declaring the City Council’s intent to initiate local improvement district formation proceedings to construct street and other public improvements on Ninth Street. **The motion** passed unanimously.

New Business

Manhole Repair

Council reviewed the information presented in the agenda packet beginning on page 23. Chuck Simpson, PW Superintendent, clarified that two of the manholes are located on Parks Drive, one at Parks & Highway 99W, and one at Sixth Street and Highway 99W. Simpson addressed Council questions; brief discussion ensued. **A motion** was made and seconded to accept the manhole repair quote from Molecular Inc. in the amount of \$22,500 for the Wastewater Manhole Rehabilitation Project. **The motion** passed unanimously.

FD Mobile Data Computers Upgrade

Fire Chief Brandon Hamilton was available via Zoom to answer questions. He explained that he is still waiting for confirmation from the finance manager regarding the “piggyback” option, though said he would confirm this prior to ordering. It was noted that the quote was not attached to the memorandum as indicated; Chief Hamilton offered to email the quote to Council. Brief discussion ensued. Hamilton explained that it is his understanding that the MDC’s will be installed as part of the bid package. **A motion** was made and seconded to authorize the purchase of five (5) Mobile Data Computers (MDC’s) and associated hardware as quoted by Public Safety Solutions in the amount of \$10,635.01. **The motion** passed unanimously.

C. Weaver inquired about any upgrades needed for the encryption of the radio system. Chief Hamilton discussed his belief that they will reach end of life in 2024. He explained that each individual portable would cost in the \$10,000-\$12,000 range; he is working on securing some grant funding to either fund or help offset those costs. It was noted that approximately 20 portables will be needed for the station; additional mobile radios will also be needed.

Council Concerns and Committee Reports

C. Crawford discussed that the organizer of the Taste Dundee event has moved out of state; the event will not be held this year. Brief discussion ensued.

C. Adlong discussed that the Earlybird Rotary approved a \$15,000 grant towards tipsu palach Park. She thanked C. Crawford for his assistance with this matter. C. Adlong explained that presently she is working on the State Parks \$75,000 grant application.

Mayor’s Report

None.

City Administrator's Report

C.A. Dahl reviewed that at the February 15, 2022 City Council meeting \$24,000 was authorized for the CIPP Sewer Repair. He informed that the bids for the work were received in the amount of \$23,087.

C.E. Reid discussed that he submitted the updated TMDL report to DEQ early this morning; he anticipates hearing back from DEQ regarding the enforcement of actions on that following this submittal.

C.E. Reid explained that the costs for the survey on Ninth Street came in higher than he anticipated at \$11,350 (he had received authorization from Council for up to \$10,000). He will bring the information back to Council to seek their approval at a future meeting.

M. Russ discussed that following the February 15, 2022 meeting he spoke with former C.A. Daykin and City Atty Kahl about the issue of the city code not including enough enforcement conditions for those not adhering to it. He explained that he asked City Atty Kahl to begin looking into assembling stronger enforcement within the Code which he will also discuss with C.A. Dahl. Brief discussion ensued. It was noted that Unique Auto has numerous vehicles vehicles displayed on their property at this time.

C. Crawford inquired about the Highway 99W light poles to which C.E. Reid offered to check on. M. Russ inquired about timers/photo cells and C.E. Reid explained that the electrician should be getting back to him on that. C.E. Reid addressed additional questions pertaining to the highway project landscape areas. C. Crawford discussed that a lot of tourism dollars have been spent to maintain all of the landscaping along Highway 99W; the new landscaping has tripled the amount that needs to be taken care of.

Public Comment

None.

Executive Session

The City Council entered Executive Session at 8:43 P.M. in accordance with ORS 192.660 (2)(d) to consider deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session ended at 9:13 P.M. and the Council did not reconvene.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder