

**City of Dundee**  
**City Council Meeting Minutes**  
**March 18, 2025**

**CALL TO ORDER**

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

**PUBLIC HEARING**

Mayor Ford opened the public hearing regarding the Sander Estate Park project. City Atty. Wigod inquired whether each council member has any ex-parte communications, conflict of interest, or potential biases related to Sander Estate, confirming their responses for the record. City Planner Doug Rux approached Council to enter the staff report, along with all attachments, Order 2025-01, and supplementary information into the record. A detailed report was provided starting on page three of the agenda packet. C. Hinson raised questions about exhibits A and B as well as Attachment 1 and 2. A brief discussion followed, during which Rux clarified the proposed modifications from the 2021 application to the current 2025 submission, highlighting conditions 9 and 23.

Clay Downing and Gary Barth from CPRD, along with Brett Hoornaert approached Council and shared a slideshow presentation, outlining suggested revisions and the updated master plan. The presentation included details on the master plan across all phases. Barth confirmed that funding was currently available for Phase 1, with additional funding to be allocated as the project progresses. Hoornaert discussed revisions to the water feature, specifying the required distance of restrooms from the feature, now adjusted to 125 feet. He also mentioned the preservation of eastern redbud trees along the right-of-way and introduced street tree species, including Firestarter tupelo and Scarlet Sentinel red maple, along with miscellaneous revisions to tree locations, pathways, and plant beds.

A brief discussion followed regarding the request to revise condition of approval #22, focusing on the project timeline and budgeting considerations. C. Hinson inquired about phasing dates, prompting further discussion. The Council allowed CPRD to address any questions, including topics related to a TSP agreement and modifications to its language. Barth confirmed that CPRD was aware of and agreed to all modifications.

Mayor Ford opened the floor for public testimony. Philip Smith first approached, expressing his strong support for the park and the importance of completing it in a timely manner. He urged Council to reconsider the TSP agreement, suggesting that the east and west streets should be excluded. Terry Newhouse then approached Council, expressing the same sentiment, advocating for the removal of those streets.

Diane Yearous, a member of the Downtown Dundee Design Group, emphasized the community's collaborative efforts on various projects. She expressed a desire for Sander Estate Park to be designated as public land, viewing it as a valuable revenue opportunity for the community. Yearous

also reiterated that the two roads were unnecessary in the TSP. C. Hinson inquired about a proposed schedule from the group regarding the project timeline.

Finally, Rob Daykin approached and spoke in favor of the water feature but suggested incorporating shaded areas and seating nearby. He also suggested negotiating with Urban Renewal Agency to fund the 5<sup>th</sup> Street improvements and mentioned the required right-of-way dimensions for future use on one side of the street.

Mayor Ford closed the public hearing at 8:23 P.M. After a brief discussion, Mayor Ford reopened the public hearing at 8:29 P.M. A discussion followed regarding the phasing and improvements for 5<sup>th</sup> Street. Barth distributed a copy of the earlier presentation. C. Weaver inquired whether the fire department was informed, emphasizing the need for emergency access. Barth confirmed that the fire department had been included in the discussions.

Mayor Ford closed the public hearing at 8:34 P.M.

**ACTION: Motion to Approve the Amendment to Sander Estate Park Master Plan, File No. PMPA 25-04, Subject to the Following Modified Conditions of Approval.**

First: C. Nelson

Second: C. Caruso

Vote: C. Weil, C. Weaver, C. Chiper, C. Hinson, M. Ford

#### **COUNCIL AND STAFF ATTENDANCE**

Attendance Mayor David Ford; City Council President Storr Nelson; City Councilors Tim Weaver, Bryan Weil, David Hinson, Alex Chiper and Michael Caruso.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Ashley Wigod; City Planner, Doug Rux and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

#### Public Attendance:

Terry Donor, 780 SE Locust Street; Rob Daykin, 720 SW Scotsman Court; Casey Creighton, Gary Barth, Jim McMaster, Clay Downing with Chehalem Park and Recreation (CPRD); Brett Hoornaert, Lango Hansen Landscape Architects; Diane Yearous, Downtown Dundee Design Group; Philip Smith, 260 SW 7<sup>th</sup> Street; Terry Newhouse, 826 SW View Crest Drive; Bruce and Karen Mowrey, 580 SW 7<sup>th</sup> Street; Robert Smith, 680 SW 5<sup>th</sup> Street; Mary Gregoire and Lisa Bakke, The Olive Branch; Mila Headley, Trellis Dundee manager; Bubba King, Yamhill County Commissioner; John Southgate, John Southgate LLC; Sondra Storm, Tourism Committee member; Ann Leisy, 8775 NE Worden Hill Road and Sarah Lenik.

Via Zoom: Bethany Caruso, 179 SW 9<sup>th</sup> Street; Philip Crosman, 1191 SW Alder Street and three unidentified zoom attendees.

#### **AGENDA CHANGES**

None.

## PUBLIC COMMENT

Bubba King approached Council, offering his assistance and support for any needs they may have.

Terry Donor approached Council to inquire about the used car lot. She explained that she and her husband, Pete Donor, had researched the city code and identified violations. Council acknowledged their awareness of the situation and confirmed that they were actively working on resolving the issue.

## CONSENT AGENDA

### **Motion to approve the Consent Agenda**

#### **5.1 City Council Minutes, March 4, 2025**

#### **5.2 Police Report Ending January 2025**

#### **5.3 Budget Narrative**

#### **5.4 Budget Financial Summary**

#### **5.5 Updated Council Goals**

### **ACTION: Motion to Approve the Consent Agenda.**

Motion: C. Weaver

Second: C. Hinson

Vote: C. Weil, C. Caruso, C. Chipper, C. Nelson, M. Ford

## OLD BUSINESS:

### **WATER RATE INCREASE**

C.A. Dahl explained that he had been in discussions with Tim Tice from the Oregon Water Association and was seeking guidance on how to proceed for the April 1<sup>st</sup> meeting, rather than an official answer tonight. A detailed report was provided on page 129 of the agenda packet. Discussion ensued, focusing on raising the base rate to Tice's recommended \$27.54. C. Chipper proposed lowering the base rate to \$24.50 and removing the meter cost included in the base rate, suggesting this would allow the city to break even. C. Nelson expressed support for the slight increase to \$27.54 and thanked Melody for her work on the spreadsheet. C. Weaver asked about the timeline for the stormwater and sewer rate discussion. C.A. Dahl indicated that he had requested a proposal for sewer rates but preferred to defer that until the next fiscal year. After additional discussion, C.A. Dahl sought confirmation on a proposed \$0.50 technology fee to be added to the new base rate. The Council consensus was that they were in favor of the \$27.54 base rate and the \$0.50 technology fee as an additional line item on the water bill.

## NEW BUSINESS:

### **APPOINTMENT TO BUDGET COMMITTEE**

C.A. Dahl noted that there were two applications for the budget committee, leaving two vacancies available. A brief discussion followed regarding the possibility of filling the vacant seats.

**ACTION: Motion to Approve Kristin Svicarovich for a Two-Year Term on the Budget Committee.**

Motion: C. Weaver

Second: C. Chipper

Vote: C. Weil, C. Caruso, C. Hinson, C. Nelson, M. Ford

**COUNCIL CONCERNS AND COMMITTEE REPORTS**

C. Nelson inquired whether a letter was being drafted regarding the car lot issue. C.A. Dahl confirmed that he was actively working with the city attorney on this matter.

C. Weaver noted appreciation for the budget update before budget meetings commenced.

C. Weil thanked for the active work getting done to address the car lot issue.

C. Caruso reported that he had been collaborating with Abisha on building initiatives in Dundee and noted that there were programs available for consultation with her. He also requested an updated list of committees and their members, noting that there might have been conflicting information regarding the availability of seats. C.A. Dahl acknowledged that he was unaware the Tourism Committee was at full capacity when appointing a recent member but confirmed that the individual would still serve on the committee.

C. Hinson expressed frustration regarding the car lot issue and inquired about any documentation required for the recently formed working groups. City Atty. Wigod responded that she would provide a form to complete, along with a guideline document.

C. Chipper provided an updated on the Tourism Committee, mentioning that a billboard would soon be installed. He also noted that a resident had brought to his attention the need to replace the flag at City Hall.

**MAYOR'S REPORT**

M. Ford began his report by mentioning a recent meeting with local resident Pete Donor to discuss organizing a business roundtable, which will be scheduled once Donor obtains a list of businesses from City Hall. He also informed C. Weil that he would send over a draft for guidance as a business owner. Additionally, he noted that he appeared on Koin TV for Mayor Monday.

M. Ford mentioned the possibility of a roundabout on McDougall Road; brief discussion ensued.

M. Ford agreed to compile a list of committees and vacancies and requested that C.A. Dahl also provide an updated contact list for Council.

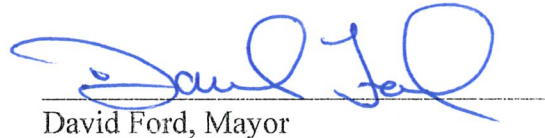
## CITY ADMINISTRATOR'S REPORT

- C.A. Dahl explained that there was a water study was going to be conducted around July.
- He will send a copy of the final audit report at the next meeting.
- He reminded Council that the SEI Filings were now open and the deadline to get it completed was April 15<sup>th</sup>.

## PUBLIC COMMENT

Rob Daykin addressed Council regarding the 9<sup>th</sup> Street LIDs and assessments. He suggested that the Urban Renewal Agency consider the assessments and allow commercial zone owners to pay the assessment fees if the properties are being used for residential purposes.


The meeting was adjourned at 9:25 P.M.



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David Ford, Mayor

Attest:



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Steve Dahl, City Administrator/Recorder