

**CITY COUNCIL MEETING
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May 17, 2022**

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City of Dundee
City Council Meeting Minutes
May 17, 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 Patrick Kelly, Ted Crawford, Jeannette Adlong and Tim Weaver (7:08 P.M.). Attendance Via Zoom: Councilor Storr Nelson. Absent: Councilor David Ford.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance

Jenna White, The Dundee Hotel; and Leanne Schwarzn, 1391 SW Myrtle Street.

Agenda Changes

None.

Public Comment

Leanne Schwarzn, 1391 SW Myrtle Street, introduced herself to Council and expressed concern about the lack of maintenance at the new tipsu palach park located behind her property. She also expressed concern about dogs roaming the park off-leash and coming up to her backyard fence where she keeps her dog. Schwarzn voiced appreciation for the new park and explained that today was the first time she has seen any maintenance done at the park. She expressed concern about the continuation of ongoing maintenance at the park and unkept weeds invading her property. Council explained that the City has hired a new temporary employee to assist with the landscape maintenance needs of the city, as well as will likely begin efforts soon to hire a new permanent full-time public works employee for that reason as well. C.A. Dahl explained that it was not the intention of the city to allow the park landscape to become so overgrown; staff shortages are being addressed to assist with park and landscape maintenance needs. C.A. Dahl explained that a “please leash your dog” sign will be added to the park in the near future. Brief discussion ensued. C.A. Dahl encouraged Schwarzn to reach out with any additional concerns if they arise.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, May 3, 2022. **The motion** passed unanimously.

Old Business

Dundee Equity, Diversity, and Inclusion Strategy

Council briefly reviewed the document, which had also been previously provided to the Council via email last Friday; C.A. Dahl did not receive any comments or revisions. A **motion** was made and seconded to approve the Dundee Equity, Diversity, and Inclusion Strategy for the City of Dundee. **The motion** passed unanimously.

Dundee Hotel Event at tipsu palach park Update

C.A. Dahl briefly reviewed his memo to Council. Jenna White, Manager, The Dundee Hotel, approached Council and reviewed the event information to meet the agreed upon rules for the Memorial Day weekend event. She discussed that the event will be held on Saturday and Sunday, May 28-29, 2022 from 11:00 A.M. to 5:00 P.M. She provided a copy of the event map. White reviewed in detail information pertaining to parking signage and restrooms. She explained that they have hired musicians, including a harpist, to play acoustic style music with no PA system. White reviewed the event map details and indicated that they are being very mindful of the new park grass. She discussed that they have their OLCC SEW form completed and will plan to bring that to city hall in the morning.

M. Russ asked that the last word on Item 5 on page 13 of the agenda packet be changed from “recipient” to “insured”. He requested that the city be provided with a certificate from the insurance company which White indicated that she will follow up on. **A motion** was made and seconded to approve the Memorial Day event at tipsu palach park as presented. White noted that take-downs and set-ups for the event will be done each day in an attempt to limit disruption to the community. Brief discussion ensued regarding event insurance. **The motion** passed unanimously.

C. Adlong inquired about more permanent guidelines for future park events. C.A. Dahl discussed that he will bring information pertaining to more permanent guidelines to the next Parks Advisory Committee meeting for discussion. He explained that he is in the process of gathering information about rules/regulations from other park districts at this time for their review.

Hiring of Public Works Worker 1

C.A. Dahl discussed that this pub works position is included in the proposed budget for the coming fiscal year which was approved by the Budget Committee. He reviewed information contained in his agenda report on page 15 and explained that this employee will concentrate on park maintenance and Hwy 99W landscaping, including trail maintenance, as well as complete training for testing water and wastewater (to aid in increasing the time period between employees “on call”).

Council discussed the Public Works Utility 1 job description on pages 17-19. C.A. Dahl briefly discussed the scope of work. Council discussed the lifting/exertion requirements and the consensus was to change the last sentence of the physical requirements section from “exerting up to 100 pounds of force occasionally” to “exerting up to 75 pounds of force occasionally.” **A motion** was made and seconded to approve the hiring of a Public Works Utility 1 Worker with the alteration to the job description requirement down to 75 pounds. **The motion** passed unanimously.

New Business

None.

Council Concerns and Committee Reports

C. Weaver discussed that he received a report from the police department regarding their body cam policy; they would like to provide a demonstration to City Council at a future meeting once they get the program up and running. Brief discussion ensued and C. Weaver voiced support that this will be an important tool for the Department.

C. Crawford discussed the addition of street reflectors on First Street and inquired about why the same type of reflectors weren’t also installed on Seventh Street (they are much smaller). Brief discussion ensued and C.A. Dahl indicated that he will discuss this concern with ODOT.

C. Adlong discussed that Casey Creighton, Chehalem Parks & Recreation District (CPRD), attended a recent Parks Advisory Committee meeting and provided a report. She discussed that CPRD did apply for the large grant application (\$750,000 from the State of Oregon) for Sander Park, though they indicated these funds would only be used for street improvements and no park construction. Brief discussion ensued. C. Adlong explained that Creighton provided an update on their current projects.

Mayor's Report

M. Russ discussed that the Parkway Committee and ODOT went to the Oregon Transportation Commission (OTC) and received approval to extend the City of Dundee Oregon Transportation Infrastructure Bank (OTIB) loan to make another contribution as a match for the remainder of the bypass. He explained that the OTC approved the OTIB loan which will have an interest rate locked in as of May 18, 2022, which will likely be somewhere between 2.5% and 3.5%. M. Russ discussed that the loan will only be drawn on as required to make the matches.

City Administrator's Report

C.A. Dahl explained that he spoke with the school district about the present Dundee Elementary School property. He discussed that currently the plan is to sell their portion of the park property to CPRD. C.A. Dahl explained that the school district will need to sell the school building in order to pay for the new school. Discussion ensued and C.A. Dahl indicated that he will continue to follow the process and report information back to Council.

C.A. Dahl provided Council with a final site plan map for the Alder Street Project; it will go out to bid next week.

C.A. Dahl converted the recently updated City Council Goals into a spreadsheet; a copy was provided to Council. He explained that his plan is to provide Council with an updated copy of the spreadsheet monthly so that they can evaluate the progress being made on their goals.

C.A. Dahl discussed that he has written draft letters to the local food truck owners which are presently being reviewed by the city attorney. The letters address the issues of concern for each truck vendor.

C.A. Dahl discussed that he is still evaluating the concerns at Alder and Ninth Streets. Though he has been told there are pigs, chickens and a turkey at this location, thus far he has been unable to observe any of these concerns firsthand. He has asked those who are concerned about the issues to provide him with photographs, if possible.

C.A. Dahl discussed that the city has hired a part-time worker for public works who started on Monday. He will work full-time until July 1st and then will work 3 days a week after that. C.A. Dahl explained that he will begin the process this week for the public works position approved tonight.

C.A. Dahl discussed that the new Travel Dundee banners have been received. He explained that he contacted the company to hang them though they indicated they would not be able to hang them until the last half of June. C.A. Dahl discussed that he did reach out to Chuck Simpson, Public Works Superintendent, who indicated that it would be third week in June before city staff would be able to get to the banners.

Public Comment

None.

The meeting was adjourned at 7:48 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder