



CITY OF DUNDEE CITY COUNCIL MEETING

801 N. Highway 99W, Dundee, OR 97115
City Hall Phone: (503) 538-3922 Website: [www. DundeeCity.org](http://www.DundeeCity.org)

The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.

MAY 17, 2022 7:00 PM.

1. Open Regular City Council Meeting
2. Amendments to the Agenda, if any
3. Public Comment: Each speaker will be allowed up to 3 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
4. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
 - 4.1 City Council Minutes, May 3, 2022 Pages 1-6
Action Required: Motion to Accept the Consent Agenda
5. Old Business:
 - 5.1 Dundee Equity, Diversity, and Inclusion Strategy Pages 7-10
Action Requested
 - 5.2 Dundee Hotel Event at tipsu palach park Update Pages 11-14
Action Requested
 - 5.3 Hiring of Public Works Worker 1 Pages 15-20
Action Requested
6. New Business:
7. Council Concerns & Committee Reports
8. Mayor's Report
9. City Administrator Report
10. Public Comment: Each speaker will be allowed up to 3 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions.
11. Adjourn

Pending Business:

1. Public Works
 - 1.2 Water Management and Conservation Plan Update
 - 1.3 MBR Expansion
 - 1.4 CIPP Improvement
 - 1.5 Update to SCADA

2. Planning/Land Use
 - 2.1 Dundee Riverside District Code Amendment
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Code Amendments – Land Use Procedures
 - 2.4 Pending Type II or Type III Land Use Applications:
(none)
 - 2.5 Sander Estate Park Developer Agreement

3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 Riparian Protection Regulation
 - 3.3 Storm Drain Master Plan Update

4. Parks & Trails
 - 4.1 WWTP Nature Park
 - 4.2 Riverside District Neighborhood Parks
 - 4.3 2022 State Parks Grant Application

5. Next Available Ordinance & Resolution No's.
 - 5.1 Ordinance No. 579-2022
 - 5.2 Resolution No. 2022-10

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.

**CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
May 3, 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, Ted Crawford, Tim Weaver and Jeannette Adlong. Attendance Via Zoom: Councilor Storr Nelson.

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

Public Attendance

Alex Chiper, 520 SW Fifth Street; and Korie Buerkle, Newberg Public Library.

Attendance Via Zoom: Rebecka Ratcliffe, Newberg Public Library, and residing at 1039 SW Arrowhead Place; and Allen Holstein (8:00 P.M.).

Agenda Changes

A presentation from the Newberg Public Library Board was added to the agenda.

Public Comment

None.

Presentation: Newberg Public Library Board

Rebecka Ratcliffe, Newberg Public Library Advisory Board, introduced herself to Council as did Korie Buerkle, Interim Library Director. Buerkle provided Council with a handout announcing that basic library cards will now be available for Dundee residents. Ratcliffe discussed the basic library card benefits, which differ some from a full library card. She explained that full library cards are still available for the annual fee of \$79.

Ratcliffe discussed the goodwill gesture of this new program and noted that it is subject to change at the mercy of the budget or management discussions of other government entities. She explained that at this time the Newberg Public Library has agreed to absorb the cost of creating the library cards and serving these patrons, and the Chehalem Cooperative Regional Library Service (CCRLS) has also agreed to absorb the costs on their end. Ratcliffe pointed out that it's possible that this is not a permanent solution and recommended discussions begin about how this could become a permanent solution for the future. She reviewed information included on page 2 of the handout. Incremental options were briefly discussed as an avenue to create uninterrupted and permanent access/partnership for the citizens of Dundee.

Buerkle provided clarification that the new program is available to those within the city limits of Dundee as well as rural residents of Dundee. It was noted that prior to the implementation of this new basic card program, the school district and the City of Newberg provided library cards to those students within the school district for free, though those cards only allowed students to check out library materials from the Newberg Public Library itself and did not provide access to the additional 18 libraries. Discussion ensued. Buerkle reviewed that each family member is eligible to have their own library card with the new program.

C. Nelson inquired about whether the library has the ability to track library card use with regard to the new program. Buerkle affirmed that she can track whether a card is in service and being used, though likely cannot track how many items are being checked out. She offered to provide those statistics to City Council a year from now. Buerkle reviewed that at this time approximately 1000 people have cards within Dundee and the surrounding rural surrounding area. Ratcliffe discussed that the Newberg Public Library has agreed to forgo the revenue that they receive from these out of area cards in favor of expanding the service area; the cost is approximately \$12,000/year to expand the base of cardholders.

Ratcliffe encouraged Council to publicize the availability of the library cards and the new program. She offered to assist with an article for an upcoming city newsletter. She asked Council to consider making a commitment to explore further joining a library system so that this access can be made permanent and so that Dundee can help shape the direction and become a full voting entity within the system.

Alex Chiper, 520 SW Fifth Street, inquired from the audience about whether there is any data from the past 5 years to know how many new library cards were requested to assist in determining whether this service is really needed in Dundee. Ratcliffe discussed that the circulation desk at the library tracked requests for a month and found there to be an average of 7-10 requests a week from people who either can't afford or don't feel it's worth the \$79 fee to pay for a card.

Buerkle briefly discussed that there is a library App available now for cell phones which allows a person to access their library card electronically for fast and easy checkout or review of their account.

M. Russ discussed that the likelihood of the City of Dundee having excess funds to put towards a library program this year is very low. Ratcliffe noted that this was not their expectation but that the goal was simply to begin the conversation and perhaps determine whether it is a priority for the city, or a priority for the voters. M. Russ thanked Buerkle and Ratcliffe for introducing the card program tonight and initiating a conversation. C. Ford voiced support for a future city newsletter article about the new card program along with additional advertising to help assist in determining the interest level in the community.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, February 15, 2022, and Item 4.2 Financial Report Ending March 31, 2022. **The motion** passed unanimously.

Old Business

Dundee Equity, Diversity, and Inclusion Strategy

Council discussed the DRAFT on pages 31-33 of the meeting agenda packet. M. Russ presented "DRAFT B" and provided Council members with a copy. He explained that he modified the paragraphs for the core principles that will not put the City in a compromising position, either for opening doors for potential lawsuits or to violate The Constitution. Lengthy discussion ensued and thoughts and ideas shared regarding drafting the Dundee Equity, Diversity, and Inclusion Strategy. C. Ford felt that the opening paragraphs offer statements of belief while his view is that it should be a policy statement about equality, diversity and inclusion.

C. Crawford inquired about whether this strategy has any legal weight. C. Atty Kahl discussed that this is a Resolution and not an Ordinance; it is not policy but is a strategy document, and

potentially the groundwork for something more in the future. It was noted that the original reason for the development of such a strategy was to meet a grant requirement. Discussion ensued and C. Adlong provided additional explanation about the requirements for the USDA grant; a strategy would also be helpful for future grant applications as well.

Council discussed the strategy document at length and provided their ideas, revisions and suggestions, working towards a final draft of a strategy document. C.A. Dahl reviewed and clarified the changes and will provide Council with an updated DRAFT document prior to the next Council meeting for their review and comments back to him. The plan will be to bring back an updated draft document for Council approval at the next meeting.

New Business

Letter to Yamhill County About Change of Zoning

C.A. Dahl discussed that upon completing some research, he found that the zoning of the property was changed last year. He explained that a use change was done on the property; this type of change doesn't require notification from the County. C.A. Dahl reviewed that the City provided water to this property in 2021. Discussion ensued and Council felt that perhaps the property changed hands as the plans for development seemed to have changed. The letter on page 35 of the agenda packet was reviewed. C.A. Dahl suggested that this letter could be provided to the County; reinforcing the trees around the property might be helpful though the zone change has already occurred. C. Nelson indicated that he knows the company associated with the discussed property and will abstain from any voting on this topic.

C. Adlong pointed out that though the arborvitae have been planted, there is no landscaping in the area of the building; there is a big gap between the trees and the building which looks unsavory. Discussion ensued and C. Nelson clarified that there are supposed to be some large maples which are 20 feet tall by 20 feet wide, and there is also supposed to be a continuous run of arborvitae (with gaps where the maple trees are located as shown on the diagram). C. Adlong inquired about the anticipated level of noise from the location to which C. Nelson explained would likely be minimal; the property includes a small yard area where equipment is parked at night for use during the day. There would be no room for stockpiles of crushed rock, recycled asphalt or anything of that nature.

C. Adlong voiced support of the letter from M. Russ. She also voiced supported of the lighting being shielded and is hopeful that they would follow the city sign ordinance if a sign is placed. The decision was made to revise the letter to include addressing proper light shielding.

Contractor for Accounting Position

C.A. Dahl discussed that the current office manager at City Hall, Sheryl Hartman, will be retiring on June 30, 2022. He reviewed the information contained in his meeting agenda report on page 55. C.A. Dahl explained that he would like to bring Crystal Roach in to begin training on Caselle next week with Council approval. C. Ford suggested that advertising for Hartman's position should begin as soon as possible. C.A. Dahl explained that he is not necessarily thinking that a new hire would automatically be the office manager. He explained that he hasn't yet had a chance to sit down with the office staff to review their job descriptions and determine their interests moving forward; he would like to complete this task prior to advertising for the vacant position so that he knows exactly what he and the other office staff will be looking for in a new employee. M. Russ voiced support for completing a needs assessment prior to moving forward. Discussion ensued regarding the office position and initial goals for the proposed contracted employee. C. Ford voiced strong support for assessing the office staff and determining the office needs as soon as possible; a full-time accountant level position may not be needed long-term. C.

Adlong voiced support of discussing with the long-term employees their interests and desires for the future, and being flexible about how the positions are structured moving forward.

C.A. Dahl discussed that the audit was finally completed today; this process will begin again relatively quickly. He explained that there is a lot of catch up work to be done at the office over the next 2-3 months, and noted that an accounting position can take months to fill. C.A. Dahl explained that it is his intent to assess the office and then develop the job description; he will try to recruit for the position as quickly as possible. C. Ford felt the City should not be paying accountant rates for regular administrative office work; he felt it would make the most sense to have an accountant focus on completing only that type of more complex work. He felt that it would make more sense to hire a different temp employee to assist with additional general office work which needs caught up on. C. Ford also expressed concern about the proposed contracted employee working from home three days a week, while only working in the office two days a week. He recommended a 30-day assessment. C.A. Dahl explained that initially the contracted employee would plan to spend 3 days a week at the office for training. Brief discussion ensued. M. Russ felt that utilizing a contracted employee temporarily will provide C.A. Dahl an opportunity to better assess the office and be money well spent. **A motion** was made and seconded to contract out the position of accounting specialist for the city for the next 60 days. **The motion** passed unanimously. Council requested the city administrator to complete an office assessment of the staffing requirements and report back to City Council. Brief discussion ensued regarding looking to the future to consider potential administrative needs with increased growth in the city.

Council Concerns and Committee Reports

C. Crawford inquired about an incident which occurred recently at the corner of Alder Street and Upland Drive involving a fire hydrant. C.A. Dahl briefly explained that an uphill improperly secured boat and trailer rolled down the hill and hit and displaced the fire hydrant, causing some flooding to a nearby home as well as damaged landscaping. C.A. Dahl discussed that city crews responded as quickly as possible to shut off the water. He explained that the city is in the process of purchasing a new fire hydrant at a cost of approximately \$6,000, though there have been recent issues with receiving equipment and an exact delivery timeframe is unknown. C.A. Dahl explained that he did notify the city's insurance company about the incident though no claim has been filed.

C. Adlong informed that the Parks Advisory Committee will meet tomorrow evening. She discussed that C.A. Dahl had suggested the possibility of a ribbon cutting ceremony for tipsu palach park. It was noted that there will be an event held there Memorial Day weekend; it would make sense for a ribbon cutting ceremony to be held before that time. Brief discussion ensued and May 24, 2022 at 6:00 p.m. was selected for the ribbon cutting ceremony. C. Adlong supported mowing the park and weeding of the flower beds to be completed prior to the event. Brief discussion ensued regarding grant applications for the park.

Mayor's Report

M. Russ discussed that he has received complaints from a local resident about local food trucks not being parked on pavement. It was noted that the food truck at Alit is sitting on the grass and the truck located at the Arco station is sitting off of the driveway on gravel. M. Russ pointed out that there is a third truck located at the Methven property. Ensuring that all food trucks are properly permitted was of importance to M. Russ.

M. Russ inquired about the code enforcement policy as it relates to the Unique Auto business on Highway 99W. C.A. Dahl discussed that he has gathered background information though hasn't

yet had an opportunity to move forward; he has been busy with budget preparations and will address that concern as time allows.

City Administrator's Report

C.A. Dahl discussed that the office staff have asked that City Hall remain closed on Fridays until July 1, 2022 to allow them to continue to make progress on work they are behind on; progress has been made over the past several weeks.

C.A. Dahl discussed that the MBR installation began yesterday. The project is expected to take a month or month and a half to complete.

C.A. Dahl discussed that the new part-time temporary public works employee will start work on May 15, 2022. He will plan to work for the city over the summer and was also noted to be one of our volunteer fire fighters as well.

C.A. Dahl informed that Fire Chief Hamilton is away from the station this week and attending the Fire Chiefs Conference in Bend, Oregon.

Public Comment

None.

David Russ, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

AGENDA REPORT

To: Mayor and Council
From: Steve Dahl, City Administrator
Date: May 12, 2022
Re: Approval of Dundee Equity, Diversity, and Inclusion Strategy

At the May 3, 2022, Council meeting the Council went through the Equity, Diversity, and Inclusion Strategy rough drafts presented by the Mayor and the Parks Committee. I have taken the Council comments and wishes and used them to present the draft for approval.

Are there any additions or subtractions that the Council would like to add to the document?

MOTION: I move to approve the Dundee Equity, Diversity, and Inclusion Strategy.

The City of Dundee Equity, Diversity, and Inclusion Strategy (DRAFT)

The City of Dundee is committed to fostering, cultivating, and preserving equity, diversity, and inclusion. These values make us a desirable and strong community for all people. Creating a mutually respectful, multicultural, and equitable environment does not happen on its own; it must be intentional.

Definitions:

- “Diversity” is the recognized cultural differences and artistic preferences represented by the population of the city.
- “Equity” is “fair and equal treatment for all persons lawfully present in the United States of America.” The concept and intent of “Equity” for the city is to ensure that no actions, activities, city codes, or hiring practices allow for the discrimination and therefore different treatment, either for or against, any individual or group for reasons other than their skills, knowledge and/or individual history.
- “Inclusion” is “intentionally designed, active, and ongoing engagement with all Humans that ensures equal opportunities and pathways for participation for all Humans.”

The City of Dundee commits to the following priorities in pursuit of our equity, diversity, and inclusion goals:

- 1) **Citizen participation and inclusion** – Dundee values and seeks community participation in all aspects of city planning, visioning and policy making via City Council meetings as well as forums, and through the development of advisory committees, commissions, and task forces to build awareness and provide guidance on policy choices. The city recognizes the need to proactively strengthen community engagement programs and to focus on building trust with citizens.
- 2) **Historical accuracy** – Dundee seeks to understand and acknowledge historical accuracy in all considerations of historical nature. As such, the city commits to only support, and/or disseminate historical information that has been fully researched and is proven accurate by verified historical documents
- 3) **Cultural expression and inclusivity** – Dundee seeks to be a center for activities and programming that celebrates the community’s diversity.
- 4) **Use of diverse imagery in promotional materials** - Dundee is committed to ensuring inclusive and diverse representation with imagery, concepts and messaging welcoming to diverse locals and visitors.
- 5) **Accessibility** - The City prioritizes ADA accessibility and design principles throughout the city’s public spaces and incorporates such elements when and where feasible.

In concordance with the Constitution for the United States of America, the City of Dundee will not act related to diversity, equity, and inclusion when and where such actions would infringe on the equal rights of other citizens or cause undue hardship on the city, or any citizen.

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: May 12, 2022
Re: Event at tipsu-palach Park

At the March 1, 2022, Council meeting the Council heard a request to allow for an event to happen over Memorial Day Weekend, May 28-30, 2022, at tipsu palach Park. Based on that request the Council asked the City Administrator develop a set of rules for the event that they approved at the March 15, 2022, Council meeting. One of the rules included presenting the following information to City Council for final approval no later than May 17, 2022: a parking plan, location of food trucks and music stage, insurance covering the city, approved licenses from OLCC, and providing a family area.

The City Administrator met with the planners of the event, reviewed the information required for the event, and is satisfied they have met the requirements. The event planners are completing their presentation of the information and staff will email it out to the Council on Friday May 13, 2022.

MOTION: I move to approve the event at tipsu palach Park as presented (amended).



To: City Council
From: Steve Dahl, City Administrator
CC: Dundee Hotel
Date: 3/10/2022
Re: Possible Event in tipsu palach Park

At the March 1st Council Meeting the City Council of Dundee asked me to develop rules and an application process for activities within tipsu palach Park. In preparing for this meeting, it became apparent that seven days was too short a time to develop effective thought-out rules for a park. The rule making process should include the parks committee and the City Council in their development.

However, what was apparent in the conversation was that the Council would like the City Administrator to work with the Dundee Hotel to give them an opportunity to have an event at the park over Memorial Day weekend. To that extent I met with Ms. White to talk about what they want to accomplish with the event and expressed concerns the city has with having an event at that park. I am asking the council to approve a temporary use of the park for an event over the Memorial Day Weekend by resolution. This would be a one-time approval while the city works out park rules and rental rules for the park. Below are the agreed upon rules for this Memorial Day event.

- 1) Attain a temporary use permit from the City of Dundee
- 2) Figure out a parking plan and an entrance and exit plan to get cars in and out of the area.
 - a. Address issues with parking on Niederberger Road.
 - b. Ensuring that the intersection of Niederberger Rd. and OR 99 W is not blocked
 - c. Traffic Flow in and out of the Hotel Parking lot.
- 3) Not allowing food trucks onto tipsu palach Park.
- 4) Food carts must be located on the path not on the grass within the park.
- 5) Must provide liability/damage insurance listing the City of Dundee as the recipient.
- 6) Must get approved by OLCC and follow the rules dictated by OLCC to have alcohol in the park.
 - a. Alcohol consumption area
 - b. Family/non-alcohol area
 - c. Must come before council to get approval on/or before the May 17th Council meeting
- 7) Provide multiple port-o-potties for the event one of which must be handicap assessable.
- 8) Set up time cannot start before 7:00 am that day and clean up must be completed by 9:00 pm.
 - a. Set up can start the day before
 - b. Clean up can be done the day after
- 9) Must provide a trash cleanup/extra trash receptacles for the event.

Steve Dahl
City Administrator

AGENDA REPORT

To: Mayor and Council
From: Steve Dahl, City Administrator
Date: May 12, 2022
Re: Approval to hire Public Works Utility Worker 1 position

The City of Dundee public works department is seeing a drastic increase in the amount of work that is required of them. Not only are we in the process of increasing the capacity at the wastewater treatment plant, but we have also added park maintenance of tipsu palach Park, maintenance of hiking trails, and more importantly, the new vegetation along Highway 99. To get the most out of these investments they need to be maintained.

It is becoming increasingly difficult to find qualified people to hire for public works positions and it would be to the benefit of the city to start training and qualifying workers in water and wastewater treatment. This way if we have someone from our public works staff leave, we have a trained backup person that could take their place. Also, having another trained worker for our water and wastewater treatment plant would take some of the pressure off being on a call for the public works staff.

The Council requested that staff wait until after the budget process to review the position and ensure that the money for this position was in the budget. On May 3, 2022, the Budget Committee reviewed the proposed budget that included this position and moved that it be sent to the City Council for approval.

The starting salary for this position would be \$43,726 with benefits of approximately \$30,935 (depending on insurance benefits).

MOTION: I move to approve the hiring of a Public Works Utility 1 Worker.

Dundee Public Works Utility 1 Job Description

GENERAL DESCRIPTION:

Public Works Utility operators are responsible for maintaining and providing clean drinking water, efficient waste/storm water collection systems, green spaces, and streets for the citizens of Dundee.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

- Ability to operate small equipment and perform manual labor with specialized equipment used in the operation and maintenance of the water distribution system, storm water collection system and sanitary sewer collections systems.
- Install, read and repair water meters.
- Water distribution system and fire hydrant maintenance.
- Maintain water pumping and storage facilities.
- Maintain vegetation in city parks.
- Perform routine and preventative maintenance of vehicles and equipment. Assist with major equipment maintenance and repairs as assigned.
- Perform on-call duties as assigned.
- Reading and comprehending maps, diagrams, and regulations/policies.
- City geography and street locations.
- Establish and maintain effective working relationships with employees and the general public.
- Maintain regular, predictable and punctual attendance.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Use safe working practices in the performance of duties. Ensure proper safety practices are used by all operators
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

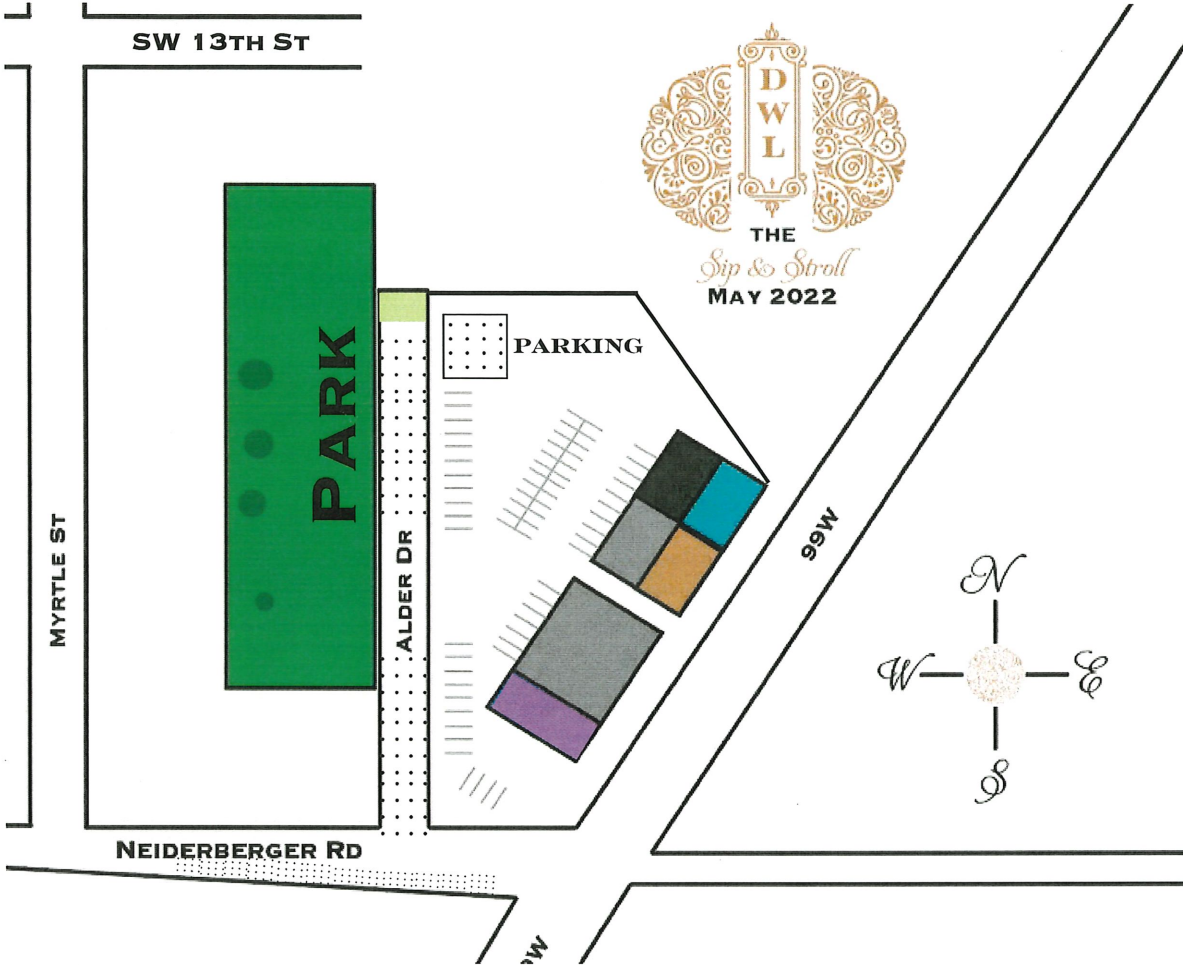
- High School Diploma or General Equivalency Degree (GED)
- Insurable Class C Oregon Driver License
- Hands on knowledge of landscaping type work
- Hands on knowledge of some construction type work

PREFERRED CERTIFICATIONS:

- Water Distribution Level 1 Certification
- Wastewater Collections Level 1 Certification
- Wastewater Level 1 Treatment Certification

PHYSICAL REQUIREMENTS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with utility maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises. **Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to perform duties as required.

FEATURING
Dundee's Newest Park
 EVENT SET UP



Wineries

DWL

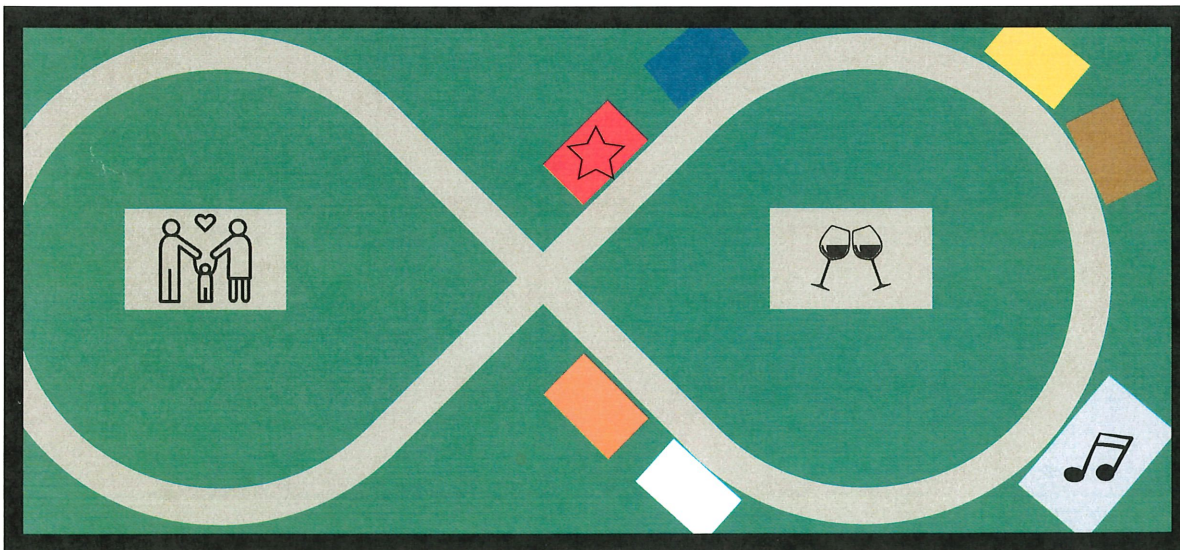
THE
Sip & Stroll
 MAY 2022

- LE CADEAU
- CLOS GRIOTTE
- COUGAR CREST
- DUNDEE WINE LIBRARY
- ESANDE
- LUCIOLE
- TERO ESTATES
- VISTA HILLS
- FUTURE HOME OF NORTH WEST WINE COLLECTIVE

In the Park

- DWL*
- PARKING PERMITTED
- FOOD CARTS
- FAMILY FRIENDLY AREA
- STAGE
- PICNIC AREA

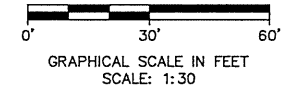
The Park - Up Close



SHEET NOTES

(SHEET SPECIFIC)

- 1 CONSTRUCT CONCRETE SIDEWALK PER RD720 - xx SF
- 2 CONSTRUCT CONCRETE DRIVEWAY PER RD745 OPTION L - xx SF
- 3 STREET TREES???
- 4 CONSTRUCT 24" CONCRETE CURB AND GUTTER PER RD700 - 378 LF
- 5 REMOVE & DISPOSE OF EXISTING ACP, BASE & SURFACE MATERIALS
COMPACT SUBGRADE TO 95% OF AASHTO T-180(MODIFIED PROCTOR)
PLACE 12" COMPACTED AGGREGATE BASE - 12,893 SF
PLACE 4" LEVEL 2, 1/2" DENSE ACP - 12,893 SF
SEE SHEET 401 TYPICAL SECTION
- 6 CONSTRUCT STANDARD CURB PER RD700 - 261 LF
- 7 CONSTRUCT END OF SIDEWALK RAMP PER RD754 - 2 EA
INSTALL TRUNCATED DOMES - 20 SF
- 8 SLOPE SIDEWALK TO STREET GRADE, 7.5% SLOPE MAXIMUM
INSTALL TRUNCATED DOMES - 24 SF
- 9 MATCH GRADE & CONNECT DRIVEWAY TO EXISTING GARAGE GRADE (2)
- 10 MATCH GRADE AND CONNECT TO EXISTING CONCRETE DRIVEWAY (1)
- 11 COMPACT SUBGRADE & PLACE 6" COMPACTED AGGREGATE BASE
PLACE 2" LEVEL 2, 1/2" DENSE ACP - XX SF
- 12 INSTALL STOP SIGN AND BREAK-AWAY POST - 1 EA
- 13 REINSTALL MAILBOXES ON NEW POSTS - 3 EA



GENERAL NOTES

(SHEET SPECIFIC)

1. FIELD VERIFY ALL EXISTING CONDITIONS AND UTILITIES.
2. PROOF ROLL & OBTAIN CITY APPROVAL OF SUB-GRADE & BASE ROCK COMPACTION PRIOR TO PAVING.
3. SEE THE CITY STANDARDS AND CONSTRUCTION NOTES FOR MORE INFORMATION.



CITY OF DUNDEE
428 SW 5th Street
PO Box 229
Dundee, OR 97115
Ph: (503) 536-1622
Fax: (503) 536-1654



EXPIRES: 12/31/22
NOT FOR
CONSTRUCTION

CONSULTANT:

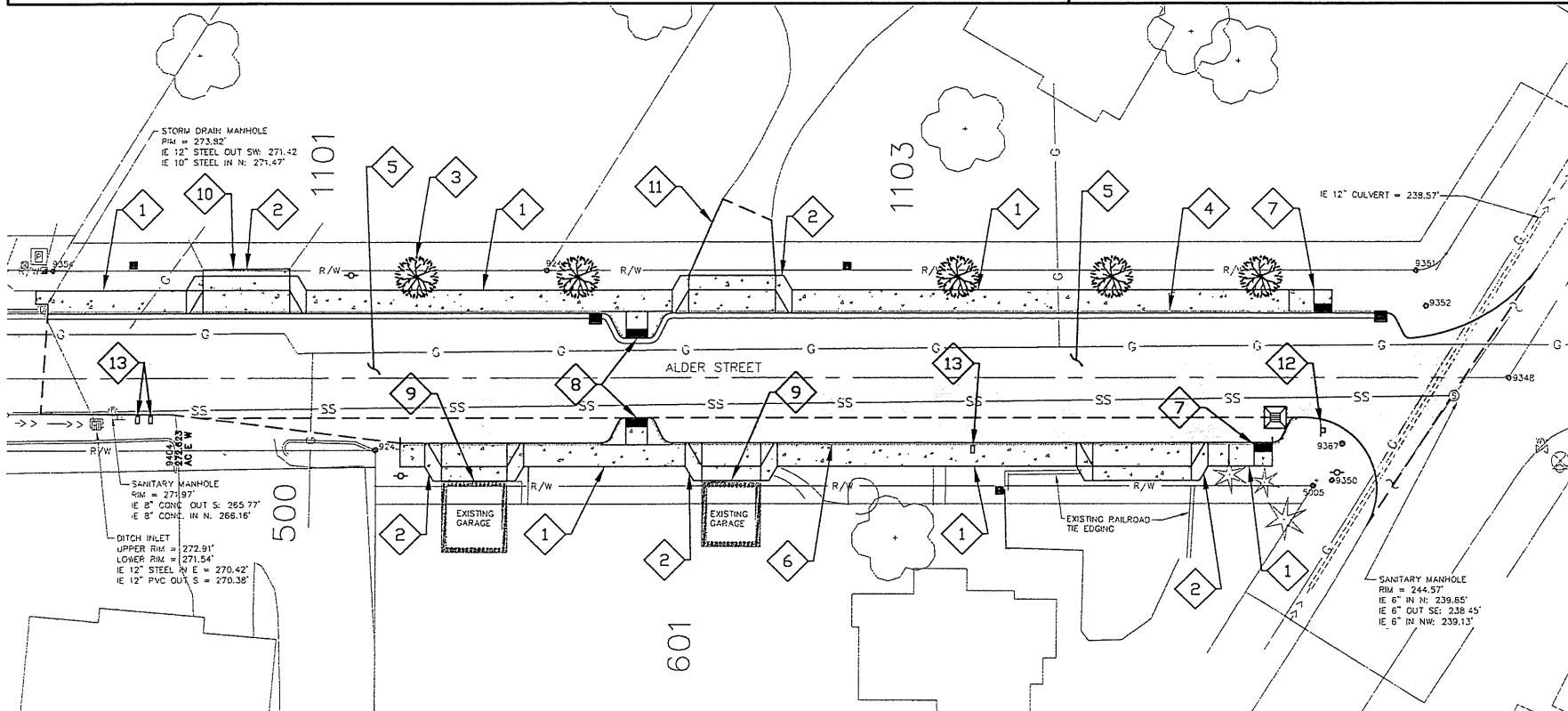
PROJECT NUMBER: 22001
SW ALDER STREET
(NORTH OF SW 9TH STREET)
PUBLIC IMPROVEMENTS
DUNDEE, OR 97115

Revision:

DRAWN BY: GSR
ISSUE DATE: 3/22/2022
FILE NAME: SW Alder St LID_Current.Ldwg

SHEET:
SITE PLAN

201



Goal #1 - Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation, and value to the community

Priority	OBJECTIVES	LAST QUARTER	FY 22/23
	ACTION THIS MONTH		
1	Evaluate and adopt Transportation SDC's		
2	Develop a long-term strategy for water resources		
3	Evaluate financial alternatives and new financing options for all Facility Plans and associated identified capital improvements including current fund balances/loans to assess potential cost savings, loan refinancing, and/or other sources to fund improvements.		
4	Continue to assess and influence completion of all aspects of the full bypass.	Council approved the Bypass Committee to go to the State Board to borrow more money for section 2 of the bypass plan	
5	Develop and implement a landscaping and maintenance plan for Highway 99	Council approved part time worker (started May 16) to work on landscaping in both the park and Highway 99. Budget Committee approved funding for new public works employee.	
6	Prioritize and fund several projects in the Transportation System Plan (TSP), including the use of SDC's or other city or grant revenue sources to support transportation improvements and needed maintenance.		
7	On-going Inflow & Infiltration (I&I) reduction (Goal of no DEQ violations and continuing reduction from year to year).		
8	Pave all streets (no gravel roads).		
9	Research/plan for accommodating future staff levels needs at City Hall and/or evaluate partnership opportunities with CPRD and Newberg/Dundee Police Department for shared space.		
10	Continue implementation of street maintenance plan. Goal of meeting Pavement Condition Index (PCI) of 85% by 2028.		
11	Promote water conservation (public and private) in the City and water losses via city distribution piping network.		
12	Encourage reduction of traffic on 99W by evaluating alternative routes and methods in conjunction with ODOT and Yamhill County, including participation in planning efforts.		

Goal #2 – Provide proper planning, zoning, and codes to manage growth in the City while improving overall livability, enhancing historical qualities and maintaining Dundee's unique character.

OBJECTIVES	LAST QUARTER	FY 22/23
ACTION THIS MONTH		
1 Look for partnership opportunities for yearly spring clean-up events (ex: SOLV event, local Rotary or Boy Scouts). Support CPRD in their weed eradication efforts.	1 Met with Waste Management they agreed to provide bins for city wide clean up spring 2023	
2 Improve the visual appearance of downtown through education, code enforcement and public property beautification and maintenance	1	
3 Develop public parking plan.	1 Budget Committee approved funding consultant to work on downtown plan	
4 Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan. Complete Riverside Zone changes and Design Standards.	2	
5 Integrate unique identity elements within Improvement Design Standards.	2	
6 Develop plan for Dundee Visitor Information using modern media with public restrooms.	2	
7 Update development codes, focusing on park land dedication and on-site storm water management for new developments.	4	
8 Council to meet jointly with Planning Commission as needed to outline and coordinate activities, objectives, and priorities. Conduct annual joint Planning Commission and City Council work sessions, especially upon completion of bi-annual Goal Setting update and community surveys.	4	

9 Encourage and provide Planning Commissioners with on-going training opportunities, seminars, or on-line videos. 4

Goal #3 – Develop and manage an integrated system of parks, paths, and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.

OBJECTIVES		LAST QUARTER	FY 22/23
ACTION THIS MONTH			
1	Complete a process to secure permanence of Dundee-Billick Park. Conduct outreach to school district and Chehalem Parks and Recreation Department (CPRD) for updates and potential partnerships.	1 Met with School District to review their plans for the old elementary school. They are planning selling the school and not the part that is the park	
2	Seek alternative sources of funding for parks development and maintenance	1 Community group submitted a grant to build restrooms at new park.	
3	Actively participate in planning for reuse of the existing Dundee Elementary School and planning and design of the new elementary school and property.	1 Suggested to School District to go out for a RFQ for the elementary school property.	
4	Restore public access to riverfront	1	
5	Create and adopt a Riverfront Development Plan and Strategy	2	
6	Develop short and long-term strategies for the conversion of existing wastewater treatment facility lands toward future park, paths, and open space use in order to promote wildlife and wetland habitat restoration at former wastewater treatment lagoons	3	
7	Interconnect Harvey Creek (Trail), Harvey Creek Springs and Viewmont (Greenway Park) properties via trails.	3	
8	Improve non-motorized connectivity between the hills, the river, and neighboring communities through coordinated trail system.	3	
9	Continue to implement the Parks and Open Space Plan (July 2008).	4	
10	Maintain effective communication with Chehalem Park and Recreation District (CPRD) via quarterly updates from CPRD and attendance of City representative at key CPRD Board meetings.	4	

Goal #4 - Actively pursue the objectives and implement the projects outlined in the Urban Renewal Plan adopted in April 2018.

OBJECTIVES		LAST QUARTER	FY 22/23
ACTION THIS MONTH			
1	Conduct program outreach and marketing efforts to promote interest in facade improvement program.	1	
2	Underground utilities on Highway 99W.	1 Engineer is meeting with PGE concerning undergrounding. CA met with Comcast discussed undergrounding	
3	Foster development/re-development of downtown businesses.	4	

OBJECTIVES		LAST QUARTER	FY 22/23
ACTION THIS MONTH			

Goal #5 - Foster positive economic growth and pride of ownership through collaborative economic programs that promote a sense of community shared by businesses and residents.

1	Construct Welcome to Dundee sign for the south end of the City.	1	
2	Underground utilities on Highway 99W.	1	
3	Support community events and projects and utilize Chamber of Commerce to foster a relationship with businesses to maintain and improve properties.	4	
4	Feature yard maintenance/innovations/ backyard options and activities in City newsletter as information items (i.e. xeriscaping, yard waste reminders, composting suggestions and other informational items).	4	

OBJECTIVES		LAST QUARTER	FY 22/23
ACTION THIS MONTH			

Goal #6 - Provide efficient, effective, and open government to best serve the community, increase civic involvement, and support public safety.

1	Upgrade and enhance the City's website.	1	
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2	Continue newsletter and explore other effective mediums for communication with the community.	1	Spring newsletter was posted on website
3	Develop reliable documentation (i.e. log books) for public works activities, including additional administrative staff and resources.	1	
4	Assist Fire Department in the recruitment and retention of volunteer fire personnel and in addressing other public safety needs and funding options.	1	
5	Support creation of combined city and rural agencies into a single Fire District	1	Discussed with employees about starting a group to organize the community support.
6	Publicly recognize community volunteers (such as parks, planning, fire, budget committees). Schedule joint Planning Commission and City Council work session for acknowledgement or add to other potential events for recognition and awards.	1	
7	On-going communication with Yamhill County, City of Newberg, and Chehalem Parks and Recreation District by encouraging attendance of City elected officials and staff at relevant meetings and participation on relevant studies, taskforces, and committees.	4	
8	Support efforts of Newberg/Dundee Police community outreach, including National Night Out and Citizen Academy.	4	
9	Provide a positive and rewarding work environment for City staff and elected/appointed officials which includes continuing education and professional development opportunities.	4	
10	Conduct annual staff and City Council social events and opportunities.	4	
11	Develop and implement a request for customer feedback for City services related to development/redevelopment with objective to improve City services. To be completed bi-annually with bi-annual Goal Setting (Council to review survey results and report as part of and to help inform Goal Setting).	4	
12	Ensure an ethic of customer service for City government.	4	