

City of Dundee
City Council Meeting Minutes
July 18, 2023

CALL TO ORDER

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

COUNCIL AND STAFF ATTENDANCE

Mayor David Russ; Council President Storr Nelson; Councilors David Ford and Bruce Starr.
Attendance via Zoom: Councilor Tim Weaver. Absent: Councilors Jeannette Adlong and David Hinson.

Staff Attendance: Steve Dahl, City Administrator; Brandon Hamilton, Fire Chief; Chuck Simpson, Public Works Superintendent; Matthew Kahl, City Attorney; Melissa Lemen, Administrative Assistant; and Melody Osborne, Administrative Assistant.

Public Attendance Via Zoom: Alex Chiper, 520 SW Fifth Street; and Molly Bailey, Yellow Cactus.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Action: To approve the consent agenda;

- 4.1 Budget Update
- 4.2 Fire Department Update - May
- 4.3 Fire Department Update - June
- 4.4 Council Goals Update
- 4.5 Election Results

Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor.

M. Russ provided a suggestion for Council to have a general discussion regarding goals at the next City Council meeting. He asked Council to review those items and be ready to discuss their items of interest.

OLD BUSINESS

None.

NEW BUSINESS

Presentation: Update on Tourism – Molly Bailey, Yellow Cactus

Molly Bailey was present via Zoom to provide a slideshow presentation, a copy of which was added to the meeting agenda materials. Discussion points included:

- Website analytics, Instagram growth, Travel Dundee website
- Travel Dundee received 2 matching grants from Travel Oregon – one is a grant to do a Third Thursday art & wine walk event. First event will be Aug. 17th; banners were placed today to promote the event. The event will be 4 consecutive months – Aug., Sept., Oct. & Nov. 2023. There will be live music at multiple locations, wine tasting from some wineries in the hills (they will come to town), activities for families at the fire station, etc. Promotion of the event was also discussed.
- Partnership with the Dundee Hills Winegrowers Assoc. – producing creative content with them which focuses on getting to know the “hosts” of Dundee (chefs, winemakers, cheesemakers, hospitality staff, etc.).
- Stuffed Travel Dundee bags were provided to the 1050 participants of the Fueled by Fine Wine event.

Cost of Fixing WWTP CP #4 Flow/Temperature Control Panel

Action: To accept the quote from The Automation Group, Inc. in the amount of \$8,952.00 for the CP4 panel components to repair the CP #4 flow/temperature control panel.

Chuck Simpson, Public Works Superintendent, was available to answer Council questions. Council suggested a preventative maintenance plan for the future; brief discussion was held.

Motion: C. Ford

Second: C. Nelson

Vote: Unanimous in favor.

Approval of UV Preventative Maintenance

Action: To accept the quote from Evoqua Water Technologies, LLC in the amount of \$30,166.90 for parts and travel for UV #3 preventative maintenance.

Council had only brief discussion. It was noted that this expense is included in the budget.

Motion: C. Ford

Second: C. Nelson

Vote: Unanimous in favor.

Approval of Sewer Lateral Installation tipsu palach park

Action: To accept the quote from Black Rock Underground in the amount of \$11,530.00 for installation of a sewer lateral for the new restroom facilities at tipsu palach park.

C. Dahl clarified that this expense will be covered from some of the funds through urban renewal; \$20,000 of funds were also set aside in the budget to assist with completion of the project as needed. It was noted that the Moon & Son Land Maintenance invoice on page 55 was included in the meeting agenda packet by mistake.

Motion: C. Ford

Second: C. Nelson

Vote: Unanimous in favor.

Approval of Contract with Mid-Willamette Valley Council of Governments (MWVCOG) for Planning Services

Action: No action was taken at this time.

Council Discussed:

- The contract with MWVCOG would be used for special projects planning as well as Type 1 and Type 2 planning services.
- Signing the contract with the MWVCOG would streamline services with them but not require exclusivity with them.
- If the contract is not signed at this time services would still continue with the MWVCOG through the same avenues used presently.

- Current staff routines and processes utilizing planning services working with the City of Newberg and MWVCOG. C.A. Dahl discussed his satisfaction in working with Jim Jacks through the MWVCOG..
- Concerns expressed about: potential inconsistencies of working with multiple different planners; receiving input from the Planning Commission on the matter, and proper noticing practices for upcoming planning commission public hearing.
- Alternative Options for planning services with consideration for the future planning needs of Dundee.
- Determining when the needs are great enough that the city can hire a professional planner to work exclusively for Dundee.

C. Ford discussed that he received communication from a Dundee resident about the upcoming Planning Commission hearing. Concern was voiced about the hearing not being properly noticed. C. Ford discussed that his understanding is that there have been two Objections to Notice have been filed related to the hearing.

Melody Osborne, Administrative Assistant, approached Council to provide additional feedback on the topic. She discussed that staff presently works with two planners, Clay Downing from the City of Newberg and Jim Jacks, MWVCOG. Osborne discussed that though Downing is a fairly new employee for Newberg, she has found him to be one of the best planners she has worked with in her 25 years with the city. She explained that items sent to the City of Newberg planning are generally items which have not had to go to the planning commission yet; she is doubtful that Planning Commission has met him yet. Osborne explained that she has worked with Jim Jacks on & off over the years and he is also very good; her impression from Planning Commission is that they are very happy with his services.

With regard to the notice that was sent, Osborne offered that based on the rule changes, the way they were changing, and what was proposed by the Planning Commission, staff felt that the only people that were impacted were those within a specific radius – the Measure 56 notice was sent out to those specific people. She discussed that what was overlooked at that time were the infrequent short-term rentals; discussion ensued.

Approval of Contract with Catalis for Website Hosting

Action: To approve the contract between the City of Dundee and Catalis as presented for website hosting.

Council reviewed the agenda report on page 70; there was brief discussion.

Motion: C. Ford

Second: C. Starr

Vote: Unanimous in favor.

City Judge Direction

The pros and cons of the court proposal from the City of Newberg were discussed. C.A. Dahl discussed present budgeting processes for court. Melody Osborne, Court Clerk, was available to answer questions. C.A. Dahl discussed the research conducted by staff and that there would be a contract with the judge at a cost of \$500 per court night session. It was noted that court is typically about an hour in length though the judge is responsible for other tasks including reviewing cases during off hours, drafting orders, reviewing financials, etc. C.A. Kahl voiced support of Council moving forward in this direction if they desire to keep municipal court services “in-house” rather than contracting them out to another city. It was noted that the partnership between Dundee and the City of Newberg for police services has been very successful. The consensus of Council was to continue with municipal court services at the City of Dundee.

Update on Well #10

The Council discussed the following with Superintendent Simpson:

- Patching the well casing is not an option; the crack in the casing is a fatal flaw.
- Risky/expensive repair options that may have a low success rate.
- The city is managing without Well #10; there has been increased production out of Well #9 which has made up the difference for the time being.
- Potential insurance coverage for Well #10; C.A. Dahl will research.
- If Well #10 were used for irrigation, the infrastructure would need to be placed which would be challenging.
- Pros & cons of installing a turbidity meter.
- Potential costs of relocating the well to a different location on the property would be expensive and in excess of \$750,000.00, which doesn't include permit fees.
- The future water needs for the City of Dundee need to be addressed; C.A. Dahl will bring his suggestion of developing a water committee to the next City Council meeting.
- Well #10 is located in the urban renewal district; funds from urban renewal could potentially be used to address the well if desired by Council.

Process for Community Involvement in Elementary School

C.A. Dahl reviewed the City Council previously indicated that they would like to have an influence in activities associated with the old elementary school. He reviewed his idea for community involvement where a city-wide letter is mailed to residents inviting them to a meeting in the fall where they would be broken up into groups for discussion. Following this discussion/brainstorming session, at the end of evening group ideas could be shared. C.A. Dahl also explained that he recently spoke with a real estate agent who has a group of buyers who have been building different projects in different parts of the area who would be interested in purchasing that building outright, which would be an option for the school district since they own the property. In conversations with the real estate agent, C.A. Dahl discussed the desire for Dundee to have a sense of place, some housing with retail associated with it, as well as integrating what they might potentially do with the park to create a downtown feel.

Concern was expressed about the direction the school board may go with a decision about the future of the property, though C.A. Dahl noted that when he last spoke with the school superintendent he was very interested in working with the city to create some workforce housing with commercial space on the bottom. The need for workforce housing was noted. M. Russ expressed concern about potential changes with a new school board. C. Starr briefly discussed thoughts and potential processes which would allow the City of Dundee's influence on the future of the property. The consensus of Council was to consider ideas which could be presented to the public prior to setting up the community involvement session. It was noted that the involvement of the community will be critical to this process. Discussion ensued. The consensus of Council was to ask C.A. Dahl to research zoning and master planning efforts which could influence the future of the school property and the Highway 99W corridor.

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Ford inquired about the scheduled Planning Commission meeting tomorrow evening and expressed concern about the meeting notice. C.A. Dahl explained that at the meeting the hearing will be opened and public comments allowed for those who planned to attend the meeting, though the hearing would be continued to the August meeting with subsequent notice provided. C.A. Kahl discussed that he hasn't seen the notice himself though his understanding was that the notice should have gone out to the larger group. C. Ford encouraged C.A. Kahl to review the information and if it does violate State law he felt the hearing should not be held; the meeting should be properly noticed and then held. C.A. Kahl discussed that the most conservative approach would be to not have the hearing tomorrow, schedule the hearing, notice it as it should be

according to law and then hold the meeting on that date. It was suggested that land use planning legal notices be reviewed by legal counsel.

- C. Ford reviewed that at the previous City Council meeting it was agreed to put together a budget task force which includes, M. Russ, M. Hinson, Alex Chiper and himself. He discussed that they met last week and discussed a process to move forward. They will work with Steve and some of the staff to see what is included in the accounting package now that could be outputted easily, and then align the budget excel workbook with the output to limit the need to transfer numbers; everything would then be linked to one excel workbook for the budget. He anticipates the next meeting will be held in August.

MAYOR'S REPORT

None.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl discussed that the property owner of Unique Auto on Highway 99W has not responded to him this week. He explained that the property owner has not done what he was asked to do; C.A. Dahl will sort out next steps and enforce it.
- C.A. Dahl discussed that the Alder Street property is slowly being cleaned up; that process is supposed to be completed by the end of this week. Improvements have been made. C.A. Dahl indicated that he will look to see if there are any code violations with regard to the temporary structure on the property as well.
- C.A. Dahl discussed that the Ninth Street project is scheduled to start on Monday, July 24, 2023. C.A. Dahl noted that in discussions yesterday they indicated that they won't be closing the intersection at all; they will flag that so that Ninth Street will be open in at least one lane at all times. The city website will be updated with the construction schedule weekly. C.A. Dahl will check on alternate route information. Council requested to be apprised of updates as they are known.
- C.A. Dahl provided Council with an information sheet he received from Habitat for Humanity regarding a partnership project with the United Methodist church, though nothing has yet been formally presented to the city. A copy of the information was added to the meeting agenda materials. Brief discussion ensued and it was noted that they will be required to meet design codes for the location.

- C.A. Dahl discussed the Fueled by Fine Wine held their event on Sunday; over 1000 attended the event. He walked the park afterwards and indicated that they did a great job cleaning up following the event. He felt the event was well organized, well attended and well run; he was very impressed by the organization who managed the event.

PUBLIC COMMENT

Brandon Hamilton, Fire Chief, approached Council regarding the press release for the house fire which occurred in the early morning on July 4, 2023. He reviewed the factual information pertaining to the dispatch for the call. Chief Hamilton explained that an initial call to 911 from the City of Dundee goes to Newberg-Dundee Police Dept. There the call is screened to determine whether it is a law enforcement or fire issue; fire issues are then transferred to Washington County Consolidated Communications Center (WCCCA), which is who dispatches Dundee Fire Dept. Chief Hamilton confirmed today that the initial call was transferred to WCCCA within a minute; from the time that WCCCA received the call to the time Dundee Fire arrived on scene with the first fire engine was a little over 7 minutes. It was noted that in the middle of the night as a volunteer fire department, this is a good response time. Chief Hamilton discussed that what happened (the fire) was very unfortunate and expressed empathy for the family. He also provided detailed clarification regarding concerns about fire hose lines used to reach the back of the house; initial hose lines off of the Dundee fire engine were used to battle fire on the front of the large 2-story house. The information will also be provided in a press release to the public.

The meeting was adjourned at 8:17 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder