

**City of Dundee**  
**City Council Meeting Minutes**  
**August 1, 2023**

**CALL TO ORDER**

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

**COUNCIL AND STAFF ATTENDANCE**

Mayor David Russ; and City Councilors Jeannette Adlong, David Hinson, David Ford and Tim Weaver. Absent: Councilors Bruce Starr and Storr Nelson.

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

Public Attendance: Alex Chiper, 520 SW Fifth Street; and Bethany Caruso, Travel Dundee.

**AGENDA CHANGES**

None.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Action: To approve the consent agenda;

- 4.1 Budget Update
- 4.2 City Council Minutes, July 18, 2023

Motion: C. Weaver

Second: C. Adlong

Vote: Unanimous in favor.

**OLD BUSINESS: None**

**NEW BUSINESS:**

**Presentation: Third Thursday Event – Bethany Caruso**

Bethany Caruso provided an overview of the upcoming Third Thursday event on August 17, 2023. She reviewed the event details (as of today):

- 14 participating businesses on the walkable Hwy 99W area

- There will be 2 pop-up locations which will accommodate several additional vendors (wineries, artists, musicians, etc.).
- A family friendly zone will be located outside of the fire department – bubbles, chalk art, lemonade stand fundraiser.
- A total of 28 event partnerships planned over the various locations along Hwy 99W in Dundee including: food trucks, musicians, artists, interactive art activities, wineries, etc.
- Free shuttle service will be available
- There will be a welcome tent located at tipsu palach park offering bingo cards, illustrated maps of the different festivities, and a pinot passport available for purchase.
- There will be 4 areas available for parking.
- Participation signs will be posted along with other directional signs used at the event to direct guests
- Promotional fliers will be distributed to neighboring small cities.
- Approximately 400 people have shown interest in the event on Facebook, though they are hoping for at least 200 people to be in attendance at the event.
- Each monthly Third Thursday event will have a theme: August is “Dog Days” and September will be “Harvest & Solstice”.

Caruso addressed brief Council questions.

### **Review of Council Goals**

Council reviewed present goals and discussed:

- There are too many goals and too many high priority items.
- The list of goals is a great “wish list” though may not be a realistic actionable plan.
- Future work session desired to take inventory and reprioritize goals.
- Importance for goals to be refined and prioritized to provide better clarity to city staff.
- Addressing a different section of the goals on a rotating monthly basis to identify progress or any reprioritization which might be needed.
- Identifying and clearly communicating a list of the top 6-10 Council goals to the community to convey the focus; creating an opportunity for community input to the process should also be considered.

### **Organization of Water Task Force**

C.A. Dahl encouraged Council to consider the organization of the focus group which would conduct meetings over a 12-month period (no longer), while also being specific about the goals of the task force. Discussion ensued. It was suggested that a broader thorough process be completed by the task force, potentially inclusive of a public engagement process at some point. Council voiced strong support of the formation of a committee. Concern was expressed about the missed opportunity with the City of Newberg. It was noted that only a limited number of citizens voiced opposition of the idea of a water line connection with Newberg; though it is good for a small city to maintain its independence, it

will come at a heavy price which the citizens need to be aware of. Concern was expressed about protecting the city water rights for the long-term of the city; perfecting the Dundee water rights to access water out of the Willamette River would be a good thing to do at this time. Discussion ensued regarding the process moving forward. C.A. Dahl discussed that a resolution will be prepared and the first committee meeting will likely be held in October, with the goal of 1-2 meetings per month over a 10-month period. He explained that there are probably a couple thousand pages of studies done over the past 10 years that can be utilized/reviewed and updated, if needed. The consensus of Council was to move forward with the formation of a committee composed of: 2 City Councilors, 2 Planning Commissioners, one local business owner/manager, one person familiar with water systems, and 2-3 people from the community.

### **Letter to Yamhill County Planning- SE Sub-Area Plan**

M. Russ explained that he spoke with Jason Fields, a new Board member who indicated that he wasn't fully aware of the Dundee portion of the plan and whether or not it coincided with Dundee's opinions. M. Russ noted that Fields does support the campground; it would be beneficial to have property on the Newberg side of the river as well as provide a way for CPRD to receive income (outside of property taxes) to help maintain the park system. It was also noted that Don Clements told this board member that they could build a trail bridge across the Chehalem Creek for \$200,000. Discussion ensued regarding potential additional CPRD endeavors. C. Adlong noted that a correction needs to be made to the map on page 74: Sander's Estate Park should be corrected to Sander Estate Park. Concern was expressed that the City Council was not informed of this process nor able to provide any input. Brief discussion ensued.

**ACTION:** To have the City Administrator write a letter to Yamhill County Department of Planning and Development asking for more time to comment, *and to provide CPRD the opportunity to come and present the plan to this body*, on the land use applications submitted by Chehalem Park and Recreation District, PA-01-22/Z-02-22/SDR-41-22/FP-03-23.

Motion: C. Weaver

Second: C. Ford

Amended Motion (Italicised Text): C. Weaver

Second: C. Ford

Vote: Unanimous in favor.

### **COUNCIL CONCERNS AND COMMITTEE REPORTS**

C. Ford expressed concern about the work being done to clean up the parcel on Alder Street; the work appears to have stopped and nothing seems to have changed since the last Council meeting. C.A. Dahl indicated that he will send out another letter addressing the issue. M. Russ raised concern about potential fire safety issues of concern at the property which C.A. Dahl will check into. Brief additional conversation ensued.

C. Ford inquired about whether there has been any progress with the auto dealership on Third Street. C.A. Dahl explained that he gave the property owner a deadline of Thursday, Aug. 3, 2023 to provide information to the city about his plans moving forward. Council expressed concerns about continued noncompliance and discussed the importance of documenting the process. C.A. Dahl indicated he will check into next steps of the process if the property owner fails to bring his business into compliance.

C. Adlong explained that she observed multiple fire vehicles at Sander Estate Park and across the street in the school parking lot yesterday. Chief Hamilton explained that the Dundee Fire Dept. utilized the area for their volunteer fire drill event last night.

### **MAYOR'S REPORT**

M. Russ noted that Councilor Starr had reached out to him earlier and stated that he was likely not going to be available for the meeting tonight.

M. Russ explained that he spoke with someone last week who works with an entity who could perhaps provide contract planning services; he encouraged this person to reach out to the city. C.A. Dahl indicated that he has reached out to four different firms regarding planning services. One firm indicated they were not interested and one did not get back to him. C.A. Dahl explained that he had conversations with two entities though only one sent him actual cost information.

### **CITY ADMINISTRATOR'S REPORT**

- C.A. Dahl described sign improvements being made for the Ninth Street project following complaints/concerns received. It was noted that C.E. Reid is managing the project for the City.
- C.A. Dahl informed that they finished the potholing on Ninth Street; this is done to verify where the utilities are located.
- C.A. Dahl informed that a postcard date correction is being sent out to Dundee citizens regarding the Planning Commission meeting.
- C.A. Dahl explained that he talked to the insurance company and put in a claim for Well 10; CIS will be taking a look at it to see if there may be something available to the City.
- C.A. Dahl informed that he will be out of the office from August 9-13, 2023.

### **PUBLIC COMMENT**

Sergio Salagean, 279 SW Third Street, approached Council and expressed concern about the power lines which remain on Highway 99W following the street improvement project. He felt undergrounding was important and asked whether undergrounding was planned for a future date. M. Russ explained that the placement of the conduits was one phase (which was completed during the highway project); moving to the next phase with the utility companies is a complex undertaking which will require time, organization and expense. Discussion ensued regarding potential processes involved moving forward. Undergrounding of utilities was noted to be a Council goal as well. It was noted that the undergrounding of the PGE lines will need to be paid for; there is no cost benefit for them to complete the undergrounding themselves. Potential costs associated with the undergrounding were

discussed. Council will plan to discuss at a future planning/goal setting meeting; utilizing some urban renewal funds for this type of project may also be an option.

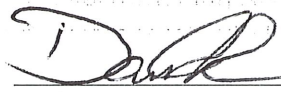
Salagean also offered his opinion about the topic of local short-term rentals (STRs). He felt that the opportunity to operate a short-term rental should be available to anyone who would like to utilize their property in that manner. Discussion ensued. M. Russ explained that a public hearing regarding STRs will take place at the upcoming Dundee Planning Commission meeting on August 16, 2023; Council encouraged Salagean to attend and express his thoughts as public input at that time.

Alex Chiper, 520 SW Fifth Street, approached Council and expressed concern about the completion of Phase 2 of the bypass in order to relieve Dundee of the present traffic issues. He suggested that the addition of a right turn lane to assist traffic in getting onto the bypass (from Dundee) would assist in eliminating the problem. Detailed discussion ensued and M. Russ encouraged Chiper to share his concerns with the transportation commission. It was also noted that the Yamhill Parkway Commission is an entity assisting with the forward movement of Phase 2 of the bypass project.

#### **EXECUTIVE SESSION**

City Council entered into Executive Session at 8:39 P.M. in accordance with ORS 192.660 (f) to consider information or records that are exempt by law from public inspection.

Executive session ended at 9:32 P.M. and the Council did not reconvene.



\_\_\_\_\_  
David Russ, Mayor

Attest:



\_\_\_\_\_  
Steve Dahl, City Administrator/Recorder