

**CITY COUNCIL MEETING
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August 16, 2022**

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**City of Dundee
City Council Meeting Minutes
August 16, 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 Ted Crawford, David Ford, Jeannette Adlong, and Bruce Starr (following appointment tonight). Attendance Via Zoom: Councilor Storr Nelson. Absent: Councilor Tim Weaver.

Staff Attendance: Steve Dahl, City Administrator; Brandon Hamilton, Fire Chief; Matthew Kahl, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.
Attendance Via Zoom: Chuck Simpson, Public Works Superintendent.

Public Attendance

Logan Leichtman, 960 SW 9th Street; Alex Chiper, 520 SW Fifth Street; Scott Panida, 211 NW First Street; David Hinson, 226 NW Carmel Circle; Bruce Starr, 909 SW Red Hills Drive; Reid Kisling; and Torrey Lewis.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, August 2, 2022. **The motion** passed unanimously.

Old Business

Interviews for Council Position

Council discussed options for the interview process. Given that there were five applicants, the consensus of Council was to conduct individual interviews separately. All five applicants stepped out of the room and into the lobby. Each applicant was invited in for their interview separately and once completed, allowed to join the audience. Council interviewed Alex Chiper, David Hinson, Scott Panida, Logan Leichtman and Bruce Starr. Council members shared their viewpoints and discussed the candidates. C. Crawford announced that after 14 years on the City Council, he will not be seeking reelection though will finish out his last term; there will be a second City Councilor position open for the coming election. A **motion** was made and seconded to appoint Bruce Starr to fill the vacant City Councilor position with a term ending December 31, 2022. **The motion** passed unanimously. M. Russ administered the Oath of Office and Bruce Starr signed the document. C. Starr was invited to join the City Council for the remainder of the meeting. Council thanked the remaining applicants and encouraged them to pick up a 2022 election packet for the upcoming election if they are interested.

SW 8th Street – Proposed Layout

C.E. Reid explained that the information provided is what he interpreted from the TSP; the presentation provided was for discussion purposes. Council discussed the map on page 23. C.E. Reid noted that making SW Eighth Street a thru street to Linden Lane would allow the city to extending the parking all the way through, which would be beneficial. C.E. Reid discussed additional benefits of connectivity to Linden Lane. It was noted that there is no guarantee that the discussed property will indeed develop at this time; this discussion could be a moot point but could at least provide some direction for staff pertaining to the future development of that lot. Discussion ensued regarding different improvement options and ideas for Eighth Street. Consensus of Council was to add a right-of-way dedication to obtain additional landscaping (along the southerly side so that parking can remain on the north); as Eighth Street approaches Linden Lane and the property widens out, the pedestrian zone and the landscaping along the sidewalk could be enhanced.

C.E. Reid discussed that there are presently a lot of parking needs on Seventh Street. Council discussed thoughts and ideas for potential connectivity between Eighth and Seventh Streets, as well as potential parking ideas.

Civil West Settlement, Termination & Release Agreement

M. Russ and Council briefly reviewed the background information. A **motion** was made and seconded to authorize the Mayor to sign the settlement agreement with Civil West. C. Nelson inquired about whether the city will receive the information which Civil West has prepared to date. C.A. Dahl discussed that his understanding that the city has received everything that they have prepared, though Civil West has not followed through and provided the formula they used to calculate information included. C. Ford expressed appreciation for the efforts of the C.A. Dahl and city staff to assist in this process. C.A. Dahl discussed that he has asked C.E. Reid to develop a cost to complete the plan. **The motion** passed unanimously.

Review of 2021-2022 Budget Year

Council briefly discussed the information presented in the meeting agenda report beginning on page 41. C.A. Dahl addressed brief questions. He reviewed information regarding water revenue and briefly discussed projections for the fiscal year ahead. C.A. Dahl discussed that the total transient room tax revenue from the last fiscal year was approximately \$195,000 to \$200,000, of which he explained that 30% went to the general fund and 70% to the tourism fund. He noted that he anticipates that amount to increase to over \$200,000 this fiscal year. C.A. Dahl discussed that the city does receive short-term rental applications weekly he anticipates reaching the 5% cap possibly sometime next year. It was noted that staff will be conducting research to ensure that all short-term rentals are accounted for and registered in Dundee. Brief discussion ensued.

New Business

WWTP Process/MBR Turbo Blowers

C.A. Dahl noted that the funding for this purchase is within the budget though this wasn't a planned budget item. Support was voiced for purchasing a spare motor at a discounted price. A **motion** was made and seconded to authorize the replacement of the blower motors and purchase of a spare motor from Aerzen at a cost of \$30,207.50. C. Starr noted that this company is located in Pennsylvania and inquired about whether a purchase of this type could be made more locally. Chuck Simpson, Public Works Superintendent, discussed the specialized nature of the blowers and explained that this company has technicians who travel around the country to complete the work. C.A. Dahl offered to provide Starr a tour of the WWTP at his convenience in the future. **The motion** passed unanimously.

Council Review of Drug Ballot Measure

C.A. Dahl highlighted information contained in his meeting agenda report on page 95. He discussed that the OSHA has not yet established rules and regulations pertaining to the facilities, licensure and enforcement programs. He suggested that a two-year ban on Psilocybin businesses within the City of Dundee would provide the city time to develop rules to effectively manage these businesses, though C.A. Dahl reviewed all options for Council to consider. Council discussed the pros and cons of the options, and questions were addressed. It was noted that this situation could become similar to the previously passed marijuana initiative; the complexities and challenges faced by cities throughout that process were discussed. Costs associated with an initiative were discussed; an initiative would likely need to be filed by Friday. **A motion** was made and seconded to send Resolution No. X-2022 to have the voters decide if they would like to have a two-year moratorium on Psilocybin businesses within the City of Dundee. C.A. Dahl offered clarification that the resolution would be Resolution No. 15-2022, and **the motion** was amended to replace Resolution No. X-2022 to Resolution No. 15-2022. **The amended motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford discussed that for the past two weeks there has been an abandoned RV parked at the bottom of the Harvey Creek Trail. He suggested that it be reported to the local police and noted that there is an agreement in place with the police department regarding the management of abandoned RV's. C. Crawford explained that the RV is taking up parking spaces that would otherwise be used by those utilizing the trail. C.A. Dahl offered to look into this concern.

C. Ford discussed that he and C. Adlong were in the field today with C.E. Reid looking at the riparian areas with the consultant. C. Ford felt that the consultant seemed experienced and noted that the plan seems to be rational. C. Adlong felt that completion of this work will also help with the planning of the Storm Water Master Plan as well.

C. Ford detailed some of the history of the ongoing skunk issue in Dundee, which was also discussed in greater detail at the Council meeting on August 2, 2022. He discussed the passage of Ordinance No. 575-2021, which prohibits feeding wild animals, and provided additional history on the skunk issue for C. Starr. C.A. Dahl offered to reach out to the complainant to get an update on the situation, though the visual complexities of the suspected situation were again reviewed. Potential options for solutions were briefly discussed..

Mayor's Report

None.

City Administrator's Report

C.A. Dahl discussed that the contract was signed for the sewer pipe lining, which should begin in the next 30 days.

Public Comment

None.

Executive Session

The City Council entered into Executive Session at 9:02 P.M. in accordance with ORS 192.660 (2) (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Executive Session ended at 9:20 P.M. and the City Council reconvened.

The consensus of Council was that the new City Administrator, Steve Dahl, has shown satisfactory performance overall during his first six months of employment with the City of Dundee. M. Russ explained that at the request of Council, he will meet with C.A. Dahl in a separate one-on-one session to discuss the details of their review. **A motion** was made and seconded to authorize a salary increase of \$5,000 per year, effective September 1, 2022, for City Administrator Dahl. **The motion** passed unanimously. Council expressed appreciation for C.A. Dahl's efforts during his first six months of employment. Brief conversation ensued. C.A. Dahl expressed appreciation for the hard-working staff.

The meeting was adjourned at 9:27 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder