

# 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.*

SEPTEMBER 5, 2023, 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 Goals update Pages 3-7
  - 4.2 Minutes from August 1, 2023 Council Meeting Pages 8-12
  - 4.3 Minutes from August 15, 2023 Council Meeting Pages 13-16

*Action Required: Motion to Accept the Consent Agenda*
5. OLD Business:
  - 5.1 Update on 9<sup>th</sup> Street Project Pages 17-18  
*Discussion and Action Requested*
6. New Business
  - 6.1 Approval of cost on air compressor at public works Pages 19-21  
*Action Requested*
7. Council Concerns & Committee Reports
8. Mayor's Report
9. City Administrator Report
10. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions.
11. Executive Session 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
12. Executive Session 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.

13. Adjourn

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Pending Business:

1. Public Works
  - 1.1 Water Management and Conservation Plan Update
  - 1.2 CIPP Improvement-First Year Completed/More in 2023
  - 1.3 Old Dundee Elementary School
  
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
  - 2.6 Short Term Rental Correction
  - 2.7 Psilocybin Ordinance
  
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 Restroom at tipsu palach Park
  - 4.4 Build out of tipsu palach Park
  
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 581-2023
  - 5.2 Resolution No. 2023-11

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 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.

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David Russ, Mayor

Attest:

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Steve Dahl, City Administrator/Recorder

**City of Dundee  
City Council Meeting Minutes  
August 15, 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, Bruce Starr and Storr Nelson. Absent: Councilors David Ford and Tim Weaver.

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

Public Attendance: Alex Chiper, 520 SW Fifth Street; Jerry Johnson, 609 SW 7<sup>th</sup> Street; and Windy Gormand.

**AGENDA CHANGES**

Old Business Item 5.3 SW 9<sup>th</sup> & Alder Streets Reconstruction Update; and New Business Item 6.3 City Hall Front Doors were added to the meeting agenda. Dundee Fire Department Monthly Report for July 2023 was also provided to City Council.

**PUBLIC COMMENT**

Alex Chiper, 520 SW Fifth Street, approached Council to discuss the idea of including local business information (for those who have a current business license) on the city website as a way of promoting our local businesses and services. He noted that this would encourage and incentivize local businesses to complete their business license registration/renewal with the city as well. Chiper also suggested that City Council/City Administration increase their participation/involvement in local events and activities, which might also create more public interest and participation in local government. M. Russ explained that some of the local events are sponsored by the Dundee Community Committee, which is a committee unrelated to the city, though the city does provide a contribution to them from discretionary funds on an annual basis based on their needs.

**CONSENT AGENDA**

C.A. Dahl discussed that this is a draft financial report as staff is still reviewing and inputting the budget information; there are no ending fund balances. Brief discussion ensued.

**OLD BUSINESS:**

**Approval of Municipal Judge Contract**

Council had brief discussion and C.A. Dahl and C.A. Kahl addressed brief questions. It was noted that the contract was sent to Judge Poole for his review as well; no concerns were raised.

**ACTION:** Approve Arnold Poole as the City of Dundee Municipal Court Judge at a cost of \$500.00 per session and to authorize and direct the City Administrator to execute the professional services agreement for municipal judge services.

Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor.

**Resolution No. 2023-10, Establishing Water Task Force**

Council reviewed the proposed resolution. Recruiting community members was discussed; advertisement will be included in a future city newsletter, the city website, the reader board at the fire department, as well as at the local post office. Council members were encouraged to assist in the recruitment process, if desired, and encourage those interested to complete an application. Council will be appointing task force members at the September 19, 2023 City Council meeting.

**ACTION:** Adopt Resolution No. 2023-10, a resolution establishing a Water Task Force.

Motion: C. Starr

Second: C. Adlong

Vote: Unanimous in favor.

**SW 9<sup>th</sup> & Alder Streets Reconstruction Update**

Council reviewed the memo provided from C.E. Reid; a copy was added to the meeting agenda materials. Discussion items included:

- The grading change is unlikely to result in a cost change; though there will be less excavation, working over a gas line will slow the construction progression to some degree.
- Benefits of replacing the old cast iron water line.
- Specific details of the proposed waterline replacement.
- NW Natural Gas was slow to respond to C.E. Reid's concerns about the gas line depth issues; information was not received until after construction began.
- The project is approximately 1 week behind schedule at this time.
- C.A. Dahl explained that the budget can be adjusted to pay for the additional costs of the water line.
- The benefits of replacing 425 feet of water line at this time versus only 200 feet.

**ACTION:** Approve the replacement of 425 feet of water pipe line along SW Alder Street.

Motion: C. Nelson

Second: C. Adlong

Vote: Unanimous in favor.

## **NEW BUSINESS:**

### **Approval of Construction Repair Bid for City Hall and Well 10 Building**

Council had brief discussion regarding the two quotes received.

**ACTION:** To accept the quote from Salexx Construction for the repair work for City Hall and Well 10 in the amount of \$16,325.00.

Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor.

### **Water Rate Increase**

C.A. Dahl reviewed budget information as outlined in the packet regarding his proposed water rate increase and addressed specific Council questions. Lengthy discussion ensued. C.A. Dahl discussed his thought process with regard to the information provided in his memo, and encouraged Council to consider the information provided and offered to adjust the proposed increased amounts as they see fit. It was suggested that consideration be provided for future maintenance needs, inflation increases, operating inflation increase, etc.; discussion ensued. Historical water rate information was briefly reviewed and discussed. The importance of water conservation was also discussed. Some Council members were not opposed to raising rates for hybrid and bulk users. The statistics regarding the current customer base were reviewed; C.A. Dahl offered to provide last years statistics for Council as well. Concern was expressed regarding some out of city limits users who were granted access to water; C.A. Dahl discussed that he would only be able to report information based on specific property address information. Council requested a review of the water use contract information for the newly developed RV Park area on Fox Farm Road. It was suggested that those outside water requests approved on a “hardship” basis should be billed at an increased rate when their use exceeds 550 CF.

Alex Chiper provided additional comment with regard to the RV Park on Fox Farm Road. He explained that they do indeed have and operate their own water treatment plan onsite – the water is recirculated. Chiper suggested retrieving additional data about how many Dundee households use above 550 CF per month; perhaps charging customers and increased rate once they surpass that usage could be an option which could also incentivize customers to preserve water.

A suggestion was raised about adjusting the base rate and potentially adding another of water consumption; different levels of consumption could be charged at different rates. C.A. Dahl will research to see if he can provide additional data that Council has requested to review. He discussed that the city hasn’t raised the base rate in quite some time; water rates were last raised 3 years ago. C.A. Dahl encouraged Council to consider the options. Brief additional conversation ensued.

### **City Hall Front Doors**

Council was provided with the agenda item information, including a copy of the quote received; a copy was also added to the record. The information was reviewed. C.A. Dahl discussed that there are approximately \$3000 in remaining funds to complete the building repairs/maintenance; additional funds from the water fund could be used to complete the work on Well 10 to assist with breaking out that cost (and help offset the costs which could provide more funding for the doors, if needed). The pros and cons of 1-door and 2-door options were discussed.

**ACTION:** To approve the quote from QDS for the one-door swing door option at a cost of \$4500.

Motion: C. Starr

Second: C. Hinson

Vote: Unanimous in favor.

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

C. Starr announced that this Thursday, August 17, is the first Third Thursday event in Dundee. He encouraged Council to attend and some of the event details were briefly discussed.

C. Nelson discussed that a resident reached out to him recently about a temporary sign for local access only into Rolling Acres, so that the construction traffic doesn't utilize the neighborhood (Sixth Street) to drive through to reach the school construction project. It was noted that it is early in the project and many of the laborers haven't started yet, so traffic will increase. C. Nelson observed that there appears to be adequate space in the public right-of-way where "Local Access Only" signs could be placed. Discussion ensued. Brief discussion ensued and it was noted that Eighth Street could also become a potential concern as well.

C. Starr voiced his belief that the added signs for the Ninth Street project have been helpful.

### **MAYOR'S REPORT**

M. Russ discussed that he liked Chiper's idea about local businesses being added to the city website. The pros and cons of providing local business information on the website were discussed at length. C.A. Kahl indicated that he will check into the matter; it's a question of whether listing it on the website would be promoting. The complexities involved with staff managing this information and keeping it up to date were noted to be potentially cumbersome.

M. Russ inquired about the possibility of adding local business information to the tourism website at their request. He suggested that one idea might be to ask that the business also contribute a donation. C.A. Kahl indicated that he will look into the matter. Brief discussion ensued.

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

- C.A. Dahl reviewed that the Local Government dinner event is this Thursday, August 17, 2023, for those who may be interested in attending.

- C.A. Dahl announced that the city received notification that the Fire Department was awarded \$234,000 in a grant for a self-contained breathing apparatus. He explained that the city will need to provide a 5% match of \$11,700.
- C.A. Dahl announced that firefighters have been called to the Yamhill County task force on Sunday to go to the Lookout Fire north of the McKenzie bridge.
- C.A. Dahl discussed that with regard to the area of concern behind Alder Street, he is working on a letter to be sent out this week.
- C.A. Dahl informed that the city received a plan for the car dealership property for upgrading their property; it is presently in process with the city planner at Newberg.
- C.A. Dahl informed that the parking lots at City Hall and the Fire Department were restriped on Sunday.

### **PUBLIC COMMENT**

Jerry Johnson, 609 SW 7<sup>th</sup> Street, approached Council to discuss a topic of concern regarding his flag lot property. He explained that his lot is located in the Alder Hill subdivision and was build by JT Smith. Johnson discussed his private driveway easement and indicated that he has liability for this space. He expressed concern that his private driveway, which has been used by the neighboring properties already (which his attorney has told him that he is responsible/liable for), now has an approved “AirBnb” sitting alongside of (in front of his flag lot property). Johnson expressed great concern about his increased liability with guests at the “AirBnb” property who then utilize the driveway space during their stay (his private driveway). He noted that he does have a sign placed indicating the drive is a private driveway. Johnson asked City Council to “remove” the “AirBnb” property which will then lower his liability. C.E. Reid discussed that he is familiar with the engineering side of the Alder Hill subdivision though has been unable to locate the driveway easement document Johnson speaks of. Johnson indicated that he has also checked with the county who does not show it to be recorded. The easement document is also not referenced on the plat map. Johnson indicated that it is also not included in the CC&Rs. Council encouraged Johnson to provide this information to the Planning Commission as they are going through a process having to do with short-term rentals requirements. M. Russ voiced that Council and/or city staff would need to review information pertaining to the matter in greater detail; C.A. Kahl will also look into the matter though there is no guarantee of change without seeing the needed documents.

### **EXECUTIVE SESSION**

None.

The meeting was adjourned at 8:32 P.M.

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David Russ, Mayor

Attest:

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Steve Dahl, City Administrator/Recorder

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		
			ACTION THIS MONTH	LAST QUARTER	FY 22/23
1	Evaluate and adopt Transportation SDC's	2			
2	Develop a long-term strategy for water resources	2	Council approved water task force to look for a long term solution for water issues.	FGSIWS will present their findings to council November 1, 2022. Talked to Newberg about buying into their new water plant. Contacted engineers to develop cost for getting water from Newberg to Dundee. Contacted Infrastructure Finance Authority about possibility of getting a loan or grant to pay for project. Started working with attorneys office to develop partnership agreement. Went to Council with information about preliminary costs and possible loan agreements. Also was asked to apply for grant for planning.	Met with contractors (GSIWS) to develop water usage plan and long term plan for available water. FGSIWS has finished its overview and is developing a final report.
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.	2			
4	Continue to assess and influence completion of all aspects of the full bypass.	2		Made the first payment on the new loan for bypass. Received signed and approved contractor phase two of the bypass project.	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	2		Talked to CPRD about paying for them to hire a part time person to work on 99W and Dundee Parks. Bryan Stewart agreed to help redesign flora and fauna on Highway 99W. Bryan Stewart has started working with Public works to develop landscaping in front of the Mexican Restaurant. He will also develop a plan for 99W. I am putting forth an idea to Tourism Committee to have \$50,000 taken out of 2023-2024 budget to develop and implement this plan	Hired full time person started July 11. Met with Chehalem Parks and Rec to discuss the continued work on Hwy 99 and agreed to start planning on river side of 99W to match the north side of Hwy 99W. Also agreed to pay half of the cost if a full time summer seasonal with half of their time working of Hwy 99W and the sign area.
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.	3	9th Street and Alder projects have started.		
7	On-going Inflow & Infiltration (I&I) reduction (Goal of no DEQ violations and continuing reduction from year to year).	4		Finished the first year of sealing the sewer lines to cut do	Developed a bid for new SCADA system to manage the sewer and water flows. Finished putting in the membranes at the WWTP
8	Pave all streets (no gravel roads).	4			
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.	4		Have hired Melissa to take over as accounting/payroll clerk and hired a temporary person to work as assistant. In the process of hiring a replacement for Melissa's position.	Hired a part time person to help put files away and clean up paperwork issues. Hire RICH0 to come and do an IT checkup for city systems and to develop five year IT plan.
10	Continue implementation of street maintenance plan. Goal of meeting Pavement Condition Index (PCI) of 85% by 2028.	4		Turned into the state the required street update of the road conditions	
11	Promote water conservation (public and private) in the City and water losses via city distribution piping network.	4		Started buying new meters to replace the mechanical meters	
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.	4			
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		Set up meeting with Waste Management for spring clean up and possible grant.	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	Sent out multiple letters to have people cut grass on 99W. Working with autodealership to bring them up to code.	Working with CPRD to improve visual downtown. Also working with business owner on possible grants through Urban Renewal for façade development.	Long grass was cut by city contractor for people who did not do when asked, bills sent out. One food cart moved to location approved by city working with County health to contain the grey water.	
3	Develop public parking plan.	1		Asking Urban Renewal for study of parking on Highway 99W	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			Discussed with State Parks about working together to create a regional park. Right now a no go.	
5	Integrate unique identity elements within Improvement Design Standards.	2				
6	Develop plan for Dundee Visitor Information using modern media with public restrooms.	2		Received Grant from Oregon Parks Department for Restroom. Council approved contract for building of the restroom at tipsu palach Park	Received Grant for public restrooms at tipsu palach Park	
7	Update development codes, focusing on park land dedication and on-site storm water management for new developments.	4		Contacted MWVCOG about highkicking them to review the STR code and the mushroom rules. Met with MWVCOG to set out goals for short term rental code update. Also, to develop mushroom ordinance. Currently trying to work with other small cities to create a boilerplate with MWVCOG. That could be adapted to each small cities needs.		
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			Held a training session on the rules and code of ethics for the planning commission	
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	Chehalem Parks and Recreation will update council on October 3rd.	Met with School District to discuss future of Billick Park. Have received mixed signals on if the school district would sell Billick Park to a developer. Got confirmation from the Superintendent of Dundee-Newberg Schools that Billick Park is not for sale. Talking to Urban Renewal about acquiring the park.	Met with SEDCOR who is managing a plan to provide workforce housing in the Dundee/Newberg area about creating workforce housing at the old school site. Next step is to talk with New Superintendent	
2	Seek alternative sources of funding for parks development and maintenance	1	Representative Salinas sent out a press release stating we received a federal grant for tipsu palach Park. Patrick has been doing a good job cleaning up the parks.	Receive a \$250,000 grant to complete the build out of tipsu palach Park	Community group submitted a grant to build restrooms at new park. Received restroom grant.	
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		Finishing up the plan for the new elementary school. Expect ground breaking ceremony around May 22, 2023	Suggested to School District to go out for a RFQ for the elementary school property. Working with school Architects to develop plans for new school. They will need to start the green train but don't need to put in sewer bypass.	
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			Have received information about what is needed to create a wetland bank.	
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			Called CPRD about the large parks grant and asking that it can be change to remove non fundable items. Offered to work with CPRD in the development of the new park.	
			CPRD will update Oct 3			
<b>Goal #4 - Actively pursue the objectives and implement the projects outlined in the Urban Renewal Plan adopted in April 2018.</b>						
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
1	Conduct program outreach and marketing efforts to promote interest in façade improvement program.	1		Brought suggested changes to City Council for recommendation and advise. Was asked to not move forward, City no longer had façade improvement program		
2	Underground utilities on Highway 99W.	1		Continues to have meetings about undergrounding with	Engineer is meeting with PGE concerning undergrounding. CA met with Comcast discussed under grounding	
3	Foster development/re-development of downtown businesses.	4	Urban Renewal has approved two grants for \$1.325 million for development on 99W.		Met with people interested in starting a business in Dundee	
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
<b>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.</b>						
1	Construct Welcome to Dundee sign for the south end of the City.	1			Called multiple times to get sign company to contact me back. Will move on to finding new contractor	
2	Underground utilities on Highway 99W.	1		Non PGE utilities have agreed to underground when PGE does		
3	Support community events and projects and utilize Chamber of Commerce to foster a relationship with businesses to maintain and improve properties.	4	City held it first third Thursday event.	Met with group interested in having holiday event/Christmas market in Dundee	Developed temporary rules for event in tipsu palach park over memorial day	
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		Will start producing newsletter on paper and mail to citizens		
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
<b>Goal #6 - Provide efficient, effective, and open government to best serve the community, increase civic involvement, and support public safety.</b>						
1	Upgrade and enhance the City's website.	1		Had outside organization review website for issues for non-visual citizens	Met with council concerning issues with upgrading website	
2	Continue newsletter and explore other effective mediums for communication with the community.	1	now sending out paper newsletter along with email version.		Summer newsletter will be posted this month	
3	Develop reliable documentation (i.e. log books) for public works activities, including additional administrative staff and resources.	1		Met with Chuck and discussed process. Setting up seasonal need to do lists.	Chuck is working on developing documentation books	

4	Assist Fire Department in the recruitment and retention of volunteer fire personnel and in addressing other public safety needs and funding options.	1	Got grant to hire a full time firefighter.			
5	Support creation of combined city and rural agencies into a single Fire District	1		Council decided to go out for a levy. Small Group meeting to develop levy amount and marketing. Rural Fire District and City have decided on suggested increase in taxes. Union has agreed to work to support the levy.	Fire Chief will present information to council at November 1st meeting	
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		Attending the MWVCOG City Managers lunch		
8	Support efforts of Newberg/Dundee Police community outreach, including National Night Out and Citizen Academy.	4		Working with Newberg/Dundee to hold a walk crossing when school opens in the fall	Worked with police to have speed sign on 9th street over memorial day	
9	Provide a positive and rewarding work environment for City staff and elected/appointed officials which includes continuing education and professional development opportunities.	4		Continuously working to create positive productive feeling at work		
10	Conduct annual staff and City Council social events and opportunities.	4		Staff had holiday party. On March 3, hosting pizza party for staff and council in celebration of my first year in Dundee.		
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				



**To: Dundee City Council**

**From: Greg Reid, City Engineer**

**Date: 8/31/2023**

**Re: SW 9<sup>th</sup> & Alder Streets Reconstruction - Construction Update**

### **Construction Update**

Construction continues on SW 9<sup>th</sup> Street with excavation and base rock placement having been completed on SW 9<sup>th</sup> Street through the intersection at SW Alder Street last week. Excavation and base placement on SW Alder Street is anticipated to be completed today. Construction will continue this week with the installation of water and storm improvements.

While regrading the project to raise the grades 6" and designing the waterline extension up (north) SW Alder, private improvements at the SW corner of SW 9<sup>th</sup> and Alder Streets were identified in the R/W that conflict with the proposed sidewalk in this area. The improvements include a fence and retaining wall. To eliminate the conflict, the sidewalk was moved to the back of curb. See the attached plans. Staff would like council approval of this change or direction to notify that the improvements in the R/W will be removed to accommodate street construction.

### **Water Additions**

City council approved the replacement of the SW Alder Street water pipe during the last meeting and City Staff has prepared the attached design which will replace all of the cast iron pipe within the SW 9<sup>th</sup> and Alder Reconstruction project limits. Discussion with public works staff revealed the presence of a malfunctioning valve from Well No. 5 that cannot be shut. This presents difficulties if the backflow or other water improvements between the pump and valve have problems since the entire water pipe along Alder between 9<sup>th</sup> and 11<sup>th</sup> will need to be shut down to perform repair work. See the attached plan showing these improvements. City staff would like to request that this valve be replaced as part of the SW 9<sup>th</sup> & Alder Streets Reconstruction project and to consider whether the cast iron pipe along SW Alder Street should be replaced at this time. The cost for this additional work is estimated below. Actual costs will be negotiated with the contractor through chance order.

- 6" Valve - \$1,585
- Replace Additional 80' of Pipe, Tee & Valve: \$7,404

Total Cost: \$8,989

### **Council Action**

1. Authorize approval of additional water work to replace the 6" valve serving Well No. 5 (\$1,585) or approval of the replacement of the pipe, tee and valve (\$8,989)
2. Relocate sidewalk at SW corner of SW 9<sup>th</sup> & Alder to back of curb or remove private improvements from R/W.

# SHEET NOTES

(SHEET SPECIFIC)

- 1 SEE SHEET 504
- 2 INSTALL 1" SADDLE & CORP STOP - 1 EA  
INSTALL 1" WATER PIPE - 54 LF  
INSTALL NEW METER BOX - 1 EA  
INSTALL 1"x3/4" ANGLE STOP & 3/4" CUSTOMER SERVICE VALVE - 1 EA  
FIELD VERIFY AND CONNECT TO EXISTING SERVICE PIPE - 1 EA  
REMOVE AND DISPOSE OF EXISTING BOX
- 3 INSTALL 8"x6" TEE - 1 EA  
INSTALL 6" WATER PIPE - 17 LF  
INSTALL 6" VALVE AND FIRE HYDRANT ASSEMBLY - 1 EA
- 4 INSTALL 8" WATER PIPE - 40 LF
- 5 INSTALL 8"x6" TEE - 1 EA  
INSTALL 6" WATER PIPE - 27 LF  
INSTALL 6" VALVE AND FIRE HYDRANT ASSEMBLY - 1 EA

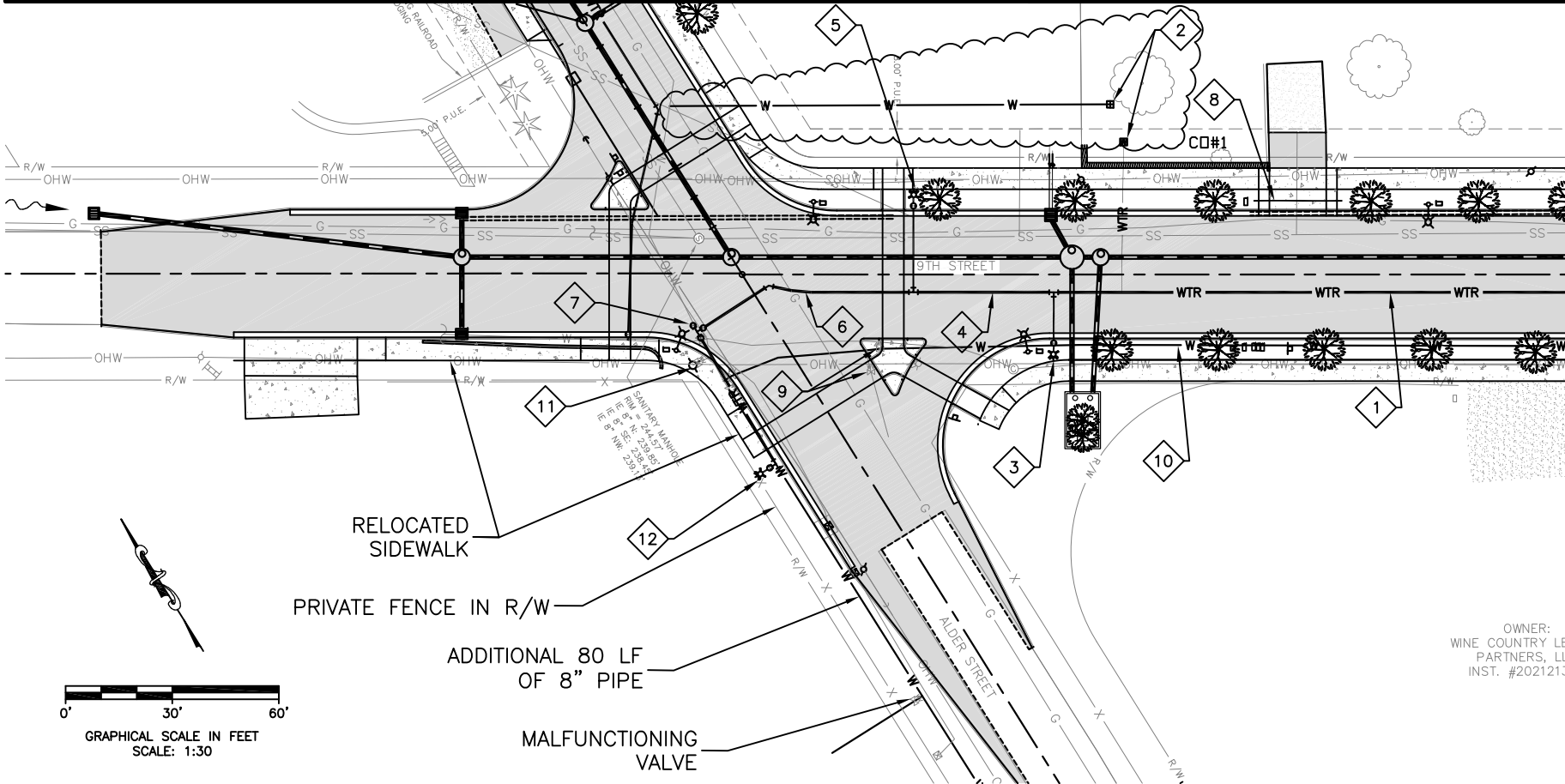
- 6 INSTALL 8" WATER PIPE - 17 LF  
INSTALL 8" 45 DEG BEND - 1 EA  
FIELD VERIFY AND DEFLECT OR ADJUST BEND TO ALIGN CONNECTION TO EXISTING PIPE
- 7 INSTALL 8" WATER PIPE - 22 LF  
INSTALL 8"x8" TEE - 1 EA  
INSTALL 8" VALVE - 2 EA  
POT HOLE & FIELD VERIFY EXISTING CONDITIONS  
CONNECT TO EXISTING TEE - 1 EA  
CONNECT TO EXISTING 8" CI PIPE - 1 EA
- 8 INSTALL 4" SCH. 80 PVC IRRIGATION CONDUIT - 25 LF  
24" MINIMUM COVER
- 9 REMOVE EXISTING VALVE CANS - 2 EA

- 10 MAINTAIN EXISTING WATER SYSTEM UNTIL NEW WATERLINE IS TESTED AND APPROVED.  
ABANDON OR REMOVE EXISTING PIPE WHERE NEEDED. FILL OR SEAL OFF ALL OPENINGS PRIOR TO COVERING ABANDONED PIPES.
- 11 REMOVE EXISTING HYDRANT & VALVE - 1 EA  
INSTALL 6" CAP - 1 EA
- 12 INSTALL 8"x6" TEE - 1 EA  
INSTALL 6" WATER PIPE - 8 LF  
INSTALL 6" VALVE AND FIRE HYDRANT ASSEMBLY - 1 EA  
CONNECT TO EXISTING 8" CI PIPE - 2 EA

## GENERAL NOTES

(SHEET SPECIFIC)

1. POT HOLE & FIELD VERIFY ALL EXISTING CONDITIONS AND UTILITIES.
2. WATER PIPES 6" AND GREATER TO BE CLASS 52 DUCTILE IRON, C900 OR DR9 HDPE.
3. SEE THE CITY STANDARDS AND GENERAL NOTES FOR MORE INFORMATION.
4. WATER METERS TO BE PROVIDED BY CITY



CITY OF DUNDEE  
620 SW 5th Street  
P.O. Box 229  
Dundee, OR 97115  
Ph: (503) 538-1922  
Fax: (503) 538-1958



EXPIRES: 12/31/24

CONSULTANT:  
**Streamlinewest**  
ENGINEERS LLC  
18121

PROJECT NUMBER: 23001  
SW 9th & ALDER STREETS  
RECONSTRUCTION

DUNDEE, OR 97115

REVISION:  
CHANGE ORDER #1

DRAWN BY: GSR  
ISSUE DATE: AUGUST 30, 2023  
FILE NAME:  
Dundee\_SW 9th & Alder\_Current2.dwg  
6 IN GRADE CHANGE

SHEET:  
WATER PLAN  
SW 9TH WEST

OWNER:  
WINE COUNTRY LE  
PARTNERS, LL  
INST. #2021213

503

FILE: Dundee\_SW 9th & Alder\_Current2.dwg PRINT DATE: 03/10/23 3:09 PM



To: City Council  
From: Chuck Simpson  
CC: Steve Dahl  
Date: 8/23/2023  
Re: WWTP AC unit repair

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Comments: Council Members:

On May 24<sup>th</sup>, 2023, we had our new ac compressor fail, the one that was replaced last year, although the new compressor was under warranty the labor however was not!

Other issues were found with the unit and repaired, so basically, we have a rebuilt ac unit now.

The labor cost is \$7,946.83.

Attached is the invoice.

Funding is provided from the PW maintenance line item.

Respectfully requesting approval.

Chuck Simpson  
PW Superintendent

A handwritten signature in black ink, appearing to be "C. Simpson", written over the typed name and title.



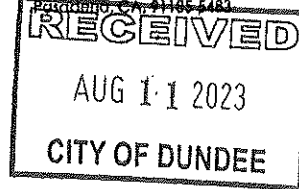
JH Kelly, LLC  
www.jhkelly.com  
OR CCB #117544  
WA JH Kelly # JHKELLO44KF

# INVOICE

Remit Check to:  
JH Kelly LLC  
Dept. LA 25483

Wire Funds to:  
East West Bank  
Bellevue, WA.  
ABA 322070381  
Account # 8003202754

9290



Bill To

CITY OF DUNDEE  
801 - OR 99W  
DUNDEE, OR 97115 US

<b>Invoice 514789</b>	Aug 11, 2023
Job Number	10010072
Payment Terms	NET 30
<b>Total Due</b>	<b>\$7,946.83</b>
Due Date	Sep 10, 2023

CUSTOMER NAME  
CITY OF DUNDEE

PROPERTY NAME  
City Of Dundee - Lab Office

PROPERTY ADDRESS  
23310 SE Fulquartz Landng  
Dundee, OR 97115

AUTHORIZED BY  
Bernard Malis

CUSTOMER WO

NTE

### Invoice Summary

CALL NOTES: Waste-Water HVAC / AC is not working.

COMPLETION NOTES: In HP-1002 offices, found no power to outdoor unit. Breaker tripped at MCC-03. Found compressor grounded. Disconnected compressor and outdoor fans and restored power to allow indoor fan operation. System will need acid test, bi-flow driers and no more than 25# R410a. While onsite, a request was made to inspect the operation of MCC A/C in the HP-1001 MCC room. Found system low on charge. Added 4lbs of R410 to provide temporary cooling. Will return for leak check and repair of HP-1002. 5/24/23 Isolated unit and recovered charge. Removed compressor and took oil sample for acid test, oil came back acidic. Performed nitrogen sweeps and added acid neutralizer to system. Replaced driers with high-acid driers. Began evacuation, will return to continue. 6/5/23 Continued evacuation of unit and continued to clean out system of acid. Repeatedly changing oil in the compressor, nitrogen purged and evacuated the system, and prepped unit for recharge. Once system was cleaned connected wiring to compressor. Left nitrogen charge in system over night for finalization of repairs. Will return to continue. 6/6/23 Continued evacuation. Performed nitrogen sweeps followed by evacuation until system pulled down to satisfactory vacuum reading. Charged system per installation manual instructions of refrigerant. Restored power to unit, checked and verified operation. After some run time, tested vapor for presence of acid, satisfactory result as of now, no acid in system at this time. Unit is now running and functioning as intended. Job complete. 6/7/23

### Labor

Labor Name	Description	Hours	Rate	Price Subtotal
Labor	Labor - 5/24/23	4.5	\$175.00	\$787.50
Labor	Labor - 6/5/23	8	\$175.00	\$1,400.00
Labor	Labor - OT - 6/5/23	2	\$263.00	\$526.00
Labor	Labor - 6/6/23	8	\$175.00	\$1,400.00
Labor	Labor - OT - 6/6/23	1.5	\$263.00	\$394.50
Labor	Labor - 6/7/23	8	\$175.00	\$1,400.00
Labor	Labor - OT - 6/7/23	3.5	\$263.00	\$920.50
Labor	Labor - 6/8/23	1	\$175.00	\$175.00
		<b>36.5</b>		<b>\$7,003.50</b>

**Parts & Materials**

Item Name	Product Code	Description	Quantity	Unit Price	Price Subtotal
R410A	25lb Jug 5.11.23	R410 Refrigerant	4	\$22.50	\$90.00
Material		1-1/8 X 7/8 FTG REDUCER / 1-1/	1	\$31.63	\$31.63
Material		1/2 ODF 16 CUBIC IN REVERSIBLE	1	\$228.40	\$228.40
Freight		Freight	1	\$183.33	\$183.33
Fuel		Fuel and Environmental Charge	1	\$90.00	\$90.00
Material		Nitrogen Exchange	1	\$78.27	\$78.27
Material		Sporlan 7/8" OD Rev H/P Filter	1	\$169.93	\$169.93
Material		Vacuum Pump Oil	1	\$71.77	\$71.77
			<u>11</u>		<u>\$943.33</u>

Subtotal	<b>\$7,946.83</b>
Taxable Subtotal	<b>\$7,946.83</b>
Sales Tax Rate	<b>0%</b>
Tax Amount	<b>\$0.00</b>
<b>Total</b>	<b><u>\$7,946.83</u></b>
Amount Paid	<b>\$0.00</b>
Balance	<b>\$7,946.83</b>

**Terms of Service**

OR CCB #117544  
 WA JH Kelly #JHKELLL044KF  
 WA Milwaukie #PORTLMC024KA