

City of Dundee
City Council Meeting Minutes
September 5, 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 David Hinson, Bruce Starr, David Ford, Tim Weaver, Bruce Starr and Jeannette Adlong (7:02 P.M.).

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:

AGENDA CHANGES

Item 4.4 Dundee Fire Department Monthly Report for August 2023 was added to the Consent Agenda.

PUBLIC COMMENT

None.

CONSENT AGENDA

Action: To approve the Consent Agenda

M. Russ suggested that there should be more detailed conversation regarding the goals in the near future.

4.1 Goals Update

4.2 City Council Minutes, August 1, 2023

4.3 City Council Minutes, August 15, 2023

4.4 Dundee Fire Department Monthly Report – August 2023

Motion: C. Weaver

Second: C. Ford

Vote: Unanimous In-Favor

OLD BUSINESS:

SW 9th & Alder Streets Project Update

C.E. Reid reviewed information contained in his meeting agenda report on page 17. He discussed:

- The presence of a malfunctioning valve from Well No. 5 that cannot be shut off; the entire street would need to be shut down to work on that system if something were to malfunction.
- The pros & cons of replacing the 6" valve or replacement of the pipe, tee & valve now versus as a separate additional project in the future.
- Potentially completing the valve work now and the 80' of pipe work in the future when the street is improved going south, though the cost of doing so in the future will likely increase.
- Completing the valve work only at this time would cost more in the end; there would be increased costs to cut in and make connections to the existing pipe, and then go back in and take that all out again to replace the pipe later.
- Adding a valve in a different location would not address the issue; a valve is needed in the discussed location at this "T" location.

ACTION: Approve the additional water work to replace the pipe, tee and valve at a cost of \$8989.

Motion: C. Nelson

Second: C. Starr

Vote: Unanimous in favor.

C.E. Reid discussed that as a part of the change in 6" grade change, and the fact the surveying was not completed effectively, the property on the SW corner of Alder is encroaching in the right-of-way (ROW) at least 2-3'. As a result, C.E. Reid explained, he had to make a decision to move the sidewalk curb tight on that corner. This avoided having to take out the present retaining wall and fence, though there will not be a landscape strip on that corner. Additionally, C.E. Reid explained that the approximate 2 ½' retaining wall in the public ROW is leveling out the patio in their backyard. If the city were to utilize the discussed ROW area in this location, C.E. Reid explained that slope easement would likely be required if the retaining wall is taken out. He noted that in other nearby ROW areas that will be utilized, he has opted to redo the retaining walls. Support was voiced that the ROW in this corner location be utilized for the project; removing the wall and moving it back. It was noted that there will be costs involved either way – whether a slop easement or rebuilding the retaining wall. It was also noted that the least expensive option would be to move the sidewalk out and lose the landscaping part of the project in that location. Council inquired about whether there may be any recourse with the surveyor though C.E. Reid noted he has not yet discussed the issue with them; he also did not realize the issue when reviewing the survey. The pros and cons of the options available were discussed, including the details of the sidewalk configuration in the area.

ACTION: Authorize City Engineer Reid to move forward with relocating the retaining wall to allow the project to move forward as planned.

Motion: C. Ford

Second: C. Nelson

Vote: Unanimous in favor.

NEW BUSINESS:

Approval of Cost on Air Compressor at Public Works

Council briefly reviewed the proposal.

ACTION: To approve the labor quote to replace the WWTP AC unit in the amount of \$7,946.83.

Motion: C. Hinson

Second: C. Weaver

Vote: Unanimous in favor.

COUNCIL CONCERNS AND COMMITTEE REPORTS

C. Starr discussed that he received communication from a Dundee citizen who expressed concern about the subdivision being built off of Third Street with regard to the curbs and sidewalks appearing to be subpar. He explained that he drove to the location and noted that they don't look good to him either; sidewalks are visibly uneven and not level. C. Starr voiced concern about allowing that level of work to be approved in the city. C.E. Reid indicated that he will visit the site and review the work completed; it has not yet been approved. It was noted that the location is on a private street, though they still do need to be the city standards.

C. Ford discussed that he received communication from a citizen regarding the 3-story home property which is for sale at 375 SW Viewmont. Concern was expressed about the future of the home and whether people would be allowed to purchase shares of the property. C.A. Dahl discussed that the property was never an approved short-term rental (STR); it had been approved as a bed & breakfast, which falls under a different set of rules than STRs. He noted that there is an STR next door at this time, so under the current rules the property could not be an STR. C.A. Dahl explained that a property owner would not be able to have multiple levels acting as STRs on each floor now or prior. C. Ford indicated that he wanted to bring this to the attention of City Council prior to the STR information which will be presented at the October 17, 2023 meeting. C.A. Dahl discussed that at this time the city code does not allow one person to own multiple STRs within the city. Brief discussion ensued.

C. Hinson discussed a recent Newberg Graphic article announcing the city receiving a park grant. C.A. Dahl noted that though the city has not yet received formal notification, Congresswoman Salinas has provided a press release stating that the city will receive \$253,000 in Federal grant funds from the National Parks Land & Water Conservation Fund. The city has not yet received the contract, though C.A. Dahl was told that this process would likely be complete by the end of the month.

C. Adlong inquired about the status of the grant project at tipsu palach park. C.A. Dahl discussed that the restrooms are contracted to be installed. The water, sewer and electricity has already been installed on the property. C.A. Dahl explained that by the end of this month the building site for the restroom facility should be in place. He discussed that city staff will prep the restroom site and construct the building pad. Once official word has been received about the grant, then the city will move forward on working with the contractor for the restroom construction, followed by consulting with a contractor for

the remaining work to be completed. C.A. Dahl indicated that he anticipates completion of the project by May or June of 2024.

MAYOR'S REPORT

M. Russ noted that he recently spoke with a contractor about potentially constructing a welcome sign for the SW entry to Dundee. C.A. Dahl discussed that he spoke with the contractor today; he provided the sign schematic information to him and will await a receipt of a bid.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl discussed that 3 winery detour signs have been stolen thus far from the construction project. Moving forward the sign will be affixed to a light post.
- C.A. Dahl explained that staff is working on the city website in the hope of providing a map which would allow the public to conduct their own research to determine distance between properties for any new STR spacing requirements.
- C.A. Dahl discussed that the Water Task Force application is complete and has been provided to those who have expressed interest. The information will also be added to the fire department reader board and city website.
- C.A. Dahl explained that he spoke with Chehalem Park & Recreation District (CPRD) last week; they will plan to attend the City Council meeting on October 3, 2023 to discuss Sander Estate Park and any other concerns the Council may have.
- C.A. Dahl reviewed that he spoke with the car dealership property owner; he asked that he provide the city with contractor information and costs associated with the improvements needed for his property by next Wednesday (Sept. 13, 2023). If this information is not received, C.A. Dahl advised that the city will move forward with penalty fines for noncompliance.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

The City Council entered into Executive Session at 7:46 P.M. to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session ended at 8:00 P.M. and the City Council did reconvene.

There was brief discussion regarding the need for public utility easements along the northerly side of SW 9th Street with regard to the SW 9th & Alder Streets reconstruction project. A copy of Resolution No. 2023-11 was added to the meeting agenda materials.

A MOTION was made by C. Starr to authorize the city to negotiate with property owners on behalf of the city for the right-of-way easement at a rate of \$6.00-\$9.00 per square foot. The motion was amended by C. Ford to read: To authorize the city to negotiate with property owners on behalf of the city for the right-of-way easement at an appraised rate of \$6.00, and authorize the city engineer to try

to negotiate and by execution of these agreements, for payment up to \$9.00 per square foot. Resolution No. 2023-11, a resolution declaring the need to acquire property for the purpose of constructing street, public utility and related improvements and authorizing eminent domain and immediate possession, if necessary, was included in the motion and read aloud by C.A. Kahl. **THE AMENDED MOTION** motion passed unanimously.

The City Council entered into Executive Session at 8:06 P.M. 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. The executive session ended at 9:14 P.M. and Council did briefly reconvene.

The meeting was adjourned at 9:14 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder