

**CITY COUNCIL MEETING
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October 19, 2021**

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City of Dundee
City Council Meeting Minutes
October 19, 2021

Call to Order

Mayor David Russ called the meeting to order at 7:01 P.M.

Council and Staff Attendance

Mayor David Russ; Councilors Ted Crawford, Tim Weaver and Patrick Kelly. Attendance Via Zoom: Councilors Jeannette Adlong, David Ford, and Storr Nelson. Staff Attendance: Rob Daykin, City Administrator; Melissa Lemen, Administrative Assistant; Greg Reid, City Engineer; and Bill Monahan, City Attorney. Staff Attendance Via Zoom: Matthew Kahl, City Attorney.

Public Attendance

John & Karen Roberts, 237 SW Oliver Court. Attendance Via Zoom: Rick Hohnbaum (7:40 P.M.); and Saj Jivanjee, Jivanjee Group of Companies (7:45 P.M.).

Agenda Changes

Consent Agenda Item 4.1 City Council Minutes from October 5, 2021 were not available for the meeting tonight and the item was removed from the agenda.

Public Comment

None.

Consent Agenda

Council held brief discussion and it was noted that there appears to have been a change of ownership for the Arco AM/PM business. **A motion** was made and seconded to approve Consent Agenda Item 4.2 OLCC Permit – Arco AM/PM. **The motion** passed unanimously.

Old Business

Local Streets Speed Studies

M. Russ voiced appreciation of the thorough speed study information provided. C.A. Daykin discussed that the police department did not find excessive speeding at the three locations that residents have expressed concerns with. He discussed that there were very high speeds on Fifth Street going uphill, which also was collaborated by the testimony at the Jan Sander Estate Park public hearing. C.A. Daykin explained that he has asked Sgt. Ronning to follow up on that issue; he has noted some recent patrols during the evening hours at City Hall (on Fifth Street). C.A. Daykin reviewed information contained in his meeting agenda report on page 9 and reviewed that there are no definitive actions recommended at this time. He informed Council that there was a change in the State law which provides cities more authority for lowering the residential speed limit from 25 mph to 20 mph if certain requirements are met.

Given that the study results for the local three streets were similar, C. Nelson discussed the importance of understanding what a street that is considered “failing” would look like. C.A. Daykin discussed his awareness that other cities have performed more robust studies; he will look into rationales used elsewhere for lowering the speed limit and report this information back to Council.

C. Ford discussed that he walks almost daily on Worden Hill Road; he has observed many people slowing down in response to the traffic speed alert sign. He suggested that at some point in the future, the installation of signs that flash the speed placed strategically in areas of concern (such as Fifth Street near the school and Seventh Street) could be helpful in raising awareness and slowing traffic down in many instances. C. Ford voiced support that this would also communicate to citizens that their concerns are being taken seriously and efforts are being made to address the problem. Brief discussion ensued and C.A. Daykin indicated that he will check into the options and features available for the speed signs.

C. Adlong expressed disappointment in the report provided and stressed her belief that there is a problem at the Alder Street intersection; she had hoped to see a design from the engineer that incorporated some traffic calming into the intersection being built there. She explained that she has seen many animals hit and killed in this area due to speeding vehicles. C. Adlong emphasized that Upland Drive is a special circumstance – the street is extremely narrow & steep and driving is challenging on the hill. She suggested that placement of a deer crossing sign would be helpful in this area; signs would also likely help to slow traffic in this area. C. Nelson pointed out that even though statistically the area doesn't appear to be a hazard, this doesn't mean that the area is not a hazard. Detailed discussion ensued regarding the deer population in the area, possible sign options and placement suggestions. The consensus of Council was to place a deer caution sign in an appropriate location; M. Russ appointed C. Adlong and C. Weaver to determine the best sign placement to which they agreed.

Building Permit Fees

C.A. Daykin informed that the Building Official did review and sign off on the proposed fee schedule. C.A. Daykin discussed in detail the process moving forward if Council supports the proposed fee schedule tonight. It was noted that the proposed start date is March 1, 2022. Discussion ensued. **A motion** was made and seconded authorizing the city administrator to send notice to the Oregon Building Codes Division of a December 7, 2021 hearing for the proposed fee schedule, with a proposed effective date of March 1, 2022. **The motion** passed unanimously.

Sidewalk and Park Improvements/UR Loan

C.A. Daykin reviewed details contained in his meeting agenda report beginning on page 37. He discussed that the First Street mini-park project is part of the City budget; the sidewalk infill improvement on Seventh Street was not necessarily anticipated though there is a fair amount of funding available for street improvements. C.A. Daykin explained that since the sidewalk project is also in the urban renewal plan area, and would benefit future development of the property, one option would be to consider a loan from the City to the Dundee Urban Renewal Agency (DURA) to pay back the street fund over a two-year period for the sidewalk improvement. Clarification was provided regarding the proposed funding for the components of the First Street Park. C.A. Daykin explained that the costs will be \$11,195 with this proposal; monies will need to be moved from another line item in the Park Fund to cover this cost, which he affirmed there is capacity to do. C.A. Daykin described the proposed Seventh Street project work in detail. Brief additional discussion ensued, and questions were addressed. **A motion** was made and seconded to accept the change order from CG Contractors LLC in the amount of \$34,340 and authorize the Mayor to sign the Agreement for Construction and Financing Sidewalk and ADA Ramp Improvements. **The motion** passed unanimously.

Alder Park Facility Plan

C.A. Daykin reviewed the historical information pertaining to the grant opportunity for the Alder Park project. He discussed the details of his meeting agenda report on page 47, and detailed the process moving forward. Brief discussion ensued and questions addressed. C. Adlong reviewed the proposed park amenities. C. Crawford suggested the inclusion of some type of bike rest

facility/maintenance station to encourage bikers. C.A. Daykin indicated that he will discuss this idea with the consultant. **A motion** was made and seconded to authorize the city administrator to accept the proposal from SERA Architects in an amount not to exceed \$6,200. **The motion** passed unanimously.

New Business

Business License Fees

C.A. Daykin discussed that business license fees for short-term rentals are being reviewed as the recently adopted regulation requires Staff to ensure that certain processes are complete before renewal occurs; consideration should be given to increasing the fees to cover this cost. It was noted that City Council had also previously discussed different ways of raising revenue for the general fund; interest was expressed in revisiting the \$45 per annum general business license fee. M. Russ suggested that basing the business license fee on gross receipts is a fair approach; discussion ensued. C.A. Daykin noted that this type of process could become a fairly complex process, though offered to look into this type of methodology. C.A. Daykin explained that there are various fee structures in different cities and many cities that have business license fee schedules on the basis of number of employees. C.A. Daykin explained that employees typically generate some sort of obligation with the State which would be reportable documented information. C.A. Daykin noted that gross hours of employment are something which is verifiable; businesses could be asked to provide their quarterly statement of their remittance to the State of Oregon which shows information pertaining to employee hours. Discussion ensued. C. Ford voiced support for adopting something simple and easy to understand to encourage business in Dundee. C. Kelly voiced support of the gross receipts approach to establishing the new fees. C.A. Daykin offered to research the gross receipts approach and bring the information back to Council at a future meeting. C.A. Daykin discussed that the \$45 fee that was set a number of years ago, would be \$75 today based on inflation alone. He suggested (in an attempt to move the process along) changing the baseline general business license fee from \$45 to \$75, with the proposed fees for short-term rentals with extra work as stipulated on page 53 for small, medium & large occupancy. C.A. Daykin discussed that Staff could easily craft and provide a resolution back for Council review, notify those affected, and then Staff could begin the process or wait until the next city administrator is in place to engage that person to start the process of really looking very hard at business license fees as a source of revenue for the general fund. C. Ford discussed that the City has other opportunities which are much more significant associated with addressing the challenges with the general fund; business licenses would be one element which could contribute some. **A motion** was made and seconded to adjust the annual business license fee from \$45.00 to \$75.00 beginning on January 1, 2022, and to adopt the business license fee schedule for small (\$100.00), medium (\$125.00) and large (\$150.00) occupancy short-term rentals. **The motion** passed unanimously. C.A. Daykin indicated that he would prepare a resolution reflective of this information to bring back to a future City Council meeting.

Council Concerns and Committee Reports

C. Crawford referenced previous discussion pertaining to planning a City holiday celebration on November 20, 2021. He explained that a decision has been made to hold off on this plan as the new streetlights will not yet be in place and the landscaping won't yet be complete; it would be best to wait and have a celebration once everything is complete, perhaps in March 2022.

C. Weaver voiced a request that Council consider some form of recognition for City Attorney Tim Ramis' family as he passed away last week. C.A. Daykin affirmed that once service information is known, arrangements can be made to provide a card/flowers.

Mayor's Report

M. Russ discussed that he is asked regularly about Dundee City Council. He voiced appreciation of Council; the group is fantastic, well balanced, and everyone works very well together to run the City. C.A. Daykin agreed with that and voiced appreciation of the demeanor of the City Council as well.

City Administrator's Report

C.A. Daykin discussed that Staff did receive word from Michael Humm, P.E., the consultant engineer for the MBR Expansion Project, that Kubota informed that there are some delays in supplying the equipment; there is now a March delivery date. C.A. Daykin explained that the project has been put on pause until there is more of a date certain before the project is put out to bid. Brief discussion ensued.

Public Comment

None.

The meeting was adjourned at 7:57 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder