

**City of Dundee  
City Council Meeting Minutes  
December 3, 2024**

**CALL TO ORDER**

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

**COUNCIL AND STAFF ATTENDANCE**

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

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Matthew Kahl; City Planner, Doug Rux and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

Peter Donor, 780 SE Locust Street; Rob Daykin, 720 SW Scotsman Court; Randall Glahn, 741 SE Elm Street; Michael Caruso, 179 SW 9<sup>th</sup> Street; Joshua Klyber and Josh Richards, Jensen Hughes.  
Via Zoom: Alex Chiper, 520 SW 5<sup>th</sup> Street.

**AGENDA CHANGES**

None.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**Motion to approve the Consent Agenda**

**4.1 City Council Minutes, November 19, 2024**

**4.2 Financial Report Ending October 2024**

**ACTION: Motion to Approve the Consent Agenda.**

Motion: C. Nelson

Second: C. Starr

Vote: C. Hinson, C. Ford, C. Weaver, M. Russ

**OLD BUSINESS:**

**ADA PARKING STUDY**

C.A. Dahl explained that Joshua Richards and Joshua Klyber with Jensen Hughes was here to explain the parking and walkability study. The parking study was provided starting on page 28 of the agenda

packet. Richards and Klyber approached Council and shared their presentation emphasizing the importance of creating a walkable city with efficient parking solutions, safer pedestrian crossings, and clear steps for future growth. An additional handout was provided for reference. Richards explained that the study focused on a universal design approach, ensuring compliance with federal and state accessibility requirements, as well as a parking demand analysis. Following their presentation, brief discussion ensued.

C. Nelson inquired about ADA guidelines and the proximity of parking lots within town. Richards explained the importance of strategically locating parking lots to encourage walking between parking areas and downtown destinations. Klyber suggested that less visible parking would enhance walkability by encouraging foot traffic to and from businesses.

C. Ford asked about the feasibility of introducing parking fees from private lots, which led to further discussion, including walking loops throughout town. C. Starr highlighted the importance of improving existing walking paths and developing a comprehensive strategy to enhance their usability.

C.A. Dahl asked for two actionable recommendations to implement within the next year. Richards proposed prioritizing direct pedestrian connections and raising awareness about parking options. Klyber suggested enhancing communication through tools like QR codes, newsletters and the Travel Dundee website. Richards also recommended establishing a database for future projects and leveraging projected development efforts.

Rob Daykin asked for clarification on the assessment of parking needs. He inquired whether the evaluation was based on land use requirements and whether city standards were reviewed for current and future businesses and parking lots. He also asked if reevaluating those standards might be necessary. Richards responded that a long-term recommendation was included in the study, recognizing the need for additional parking as the city experiences expansion and continued growth. He noted that even with businesses already utilizing parking lots, planning for future parking demand is essential to ensure adequate capacity. Further discussion followed.

## **COUNCIL GOALS**

C.A. Dahl noted that while he was out of town during the preparation of the packet, the council goals were not sent to Administrative Assistant Kenzie Nagel and were therefore not included. He stated that the goals would be brought back for review at the next council meeting. C. Ford requested that the goals also be emailed to Council. No motion was made.

## **APPROVAL OF CHANGES TO THE EMPLOYEE HANDBOOK**

M. Russ noted that the updated wording he proposed during the last meeting had not been incorporated into the revised employee handbook. City Atty. Kahl explained that, after further review and consultation, it was advised to retain the original language.

**ACTION: Move to Approve the Update to the City of Dundee Personnel Manual.**

Motion: C. Ford  
Second: C. Nelson  
Vote: C. Weaver, C. Starr, C. Hinson, M. Russ

**NEW BUSINESS:**

**RESOLUTION 2024-17, 13<sup>TH</sup> STREET VACATION INITIATION**

Doug Rux approached Council and explained that SKB had applied to develop a new hotel and retail commercial buildings on the north and south sides of the undeveloped SW 13<sup>th</sup> Street right-of-way. A detailed report was included on page 293 of the agenda packet. Rux explained that the centerline of 13<sup>th</sup> Street would shift approximately 10 to 15 feet to the north, while the connection point at southwest Alder would remain unchanged. He outlined the options available for moving forward, including the possibility of property owners petitioning to the city to vacate the right-of-way. Rux noted that SKB's application was missing some required signatures. He said that as an alternative, SKB was proposing that the city partner with them to initiate the vacation process, thereby eliminating the need for a petition. Discussion ensued regarding street requirements, petitioning including future public hearings.

**ACTION: Move to Pass Resolution No. 2024-17, a Resolution for the City of Dundee to Partner with SKB for Partial Vacation of the ROW of SW 13<sup>th</sup> Street between Highway 99W and SW Alder Street.**

Motion: C. Ford  
Second: C. Starr  
Vote: C. Nelson, C. Hinson, C. Weaver, M. Russ

**RESOLUTION 2024-18, ELECTION RESULTS:**

Council briefly reviewed the November 5<sup>th</sup> election results.

**ACTION: Motion to Approve a Resolution Accepting the City of Dundee Election Results from the November 5, 2024, General Election, as Certified by Yamhill County Clerk.**

Motion: C. Nelson  
Second: C. Starr  
Vote: C. Weaver, C. Hinson, C. Ford, M. Russ

**WINE LICENSE PLATE TOURISM GRANT**

C.A. Dahl noted that the Tourism Committee applied for an Oregon Wine License Plate Grant to fund a wine and tourism marketing. A detailed report was provided on page 308 of the agenda packet.

**ACTION: Motion to Accept the Grant Award in the Amount of \$50,000 as Part of the Oregon Wine Country License Plates Matching Grant Program for a Digital Marketing Campaign Celebrating the 20<sup>th</sup> Anniversary of the Formation of the Dundee Hills American Viticulture Area.**

Motion: C. Ford

Second: C. Starr

Vote: C. Hinson, C. Weaver, C. Nelson, M. Russ

## **PUBLIC WORKS OUTSTANDING PERFORMANCE LETTER**

C.A. Dahl shared that Public Works received an outstanding performance letter from the Oregon Health Association, extending their retesting requirements to five years instead of three.

## **COUNCIL CONCERNS AND COMMITTEE REPORTS**

C. Nelson stated that Habitat for Humanity would like to attend the second January Council meeting to provide an update on an upcoming project.

C. Hinson thanked the departing council members: C. Starr for his service and wished him well in his new Senate role, Mayor Russ for his leadership over the years, and C. Adlong (although absent) for her over 20 years on Council.

M. Russ thanked the Council members for their collaboration, noting he would be officially participating in the January meeting to assist with the transition to C. Ford as mayor.

C. Starr thanked Council for the time and learning experience working with them. He mentioned he would still be living in Dundee and hoped to continue engaging with Council in his new role in Senate.

## **MAYOR'S REPORT**

None.

## **CITY ADMINISTRATOR'S REPORT**

- C.A. Dahl informed Council that the audit has started this week
- Council will be receiving a fraud email survey from the auditors
- January 28<sup>th</sup> – League of Cities meeting
- Council Starr's resignation was submitted and as of tomorrow, his seat will be open and declared vacant; City Hall would accept applications to fill the vacancy, which are due before the first Council meeting. Council would review them on January 6<sup>th</sup> and approve January 7<sup>th</sup>.

## **PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

The Council met in Executive Session in accordance with ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection.

The Council met in Executive Session in accordance with ORD 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.


The City Council did reconvene, and the Executive Session was adjourned at 9:18 P.M.

M. Russ opened the meeting back up to discuss C.A. Dahl's salary.

C.A. Dahl proposed a five to seven percent increase, that included a portion for deferred compensation. After discussing his salary and the time since his last raise, Council approved on a \$5,000 increase.

**ACTION: Motion to Approve a \$5,000 Raise to the City Administrator to be Split at His Discretion.**

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

  
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David Russ, Mayor

Attest:

  
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Steve Dahl, City Administrator/Recorder