

**City of Dundee
City Council Meeting Minutes
December 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; City Council President Storr Nelson; and City Councilors David Hinson, Bruce Starr, David Ford, and Jeannette Adlong. Absent: Councilor Tim Weaver.

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

Public Attendance:

Bethany Caruso, Travel Dundee; Alex Chiper, 520 SW Fifth Street; Saj Jivanjee, Sofar.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Action: To approve the Consent Agenda

4.1 2024 Meeting Calendar

5.6 Dundee Fire Department – November Report

5.5 Financial Report Ending October 31, 2023

Motion: C. Adlong

Second: C. Ford

Vote: Unanimous in favor.

OLD BUSINESS:

UPDATE ON 9TH STREET

C.E. Reid provided Council with a memo of his construction update, a copy of which was added to the meeting agenda packet. He discussed and highlighted information contained in his report. C.E. Reid provided an update on the Public Utility Easements (PUE's) needed for the project. He explained that

once everything is finalized with the PUE's, PGE can begin moving the poles, which may take up to a month to complete. Council voiced support of striving to keep residents (especially those in the area of construction) periodically updated on the project. Though there have been delays and other challenges, C.E. Reid indicated that he will strive to be more consistent in doing so moving forward.

C.E Reid discussed a second item of concern regarding the SW Edwards Water Line. He referenced the information contained in his memo regarding the cast iron water line, though noted that the line has not had issues. C.E. Reid reviewed the benefits of completing the replacement of the pipe now versus waiting. Council considered and discussed the options presented. The consensus of Council was to hold off on replacement of the water line at this time.

C.E. Reid discussed that the curbs on Edwards do differ in their span. He pointed out that the section of curbs along the elementary school is uniform until it jogs over 4 feet near 8th Street. C.E. Reid discussed that for some reason the previous engineer utilized three extra feet and made that street really wide. He noted that the decision was made to stick with the collector street; some day if this street is redone it will be corrected at that time.

UPDATE OF THIRD THURSDAY PROGRAM

Bethany Caruso, Event Coordinator, Dundee Vino & Vibes (Third Thursday) Events, introduced herself and provided a presentation regarding the recent Third Thursday events in Dundee (a copy of the presentation and social media metrics were added to the meeting agenda materials). In summary, Caruso shared that the feedback from participating businesses, vendors and guests has been incredibly positive and encouraging. She noted that she has loved participating in her role and hopes to continue into the New Year, providing the community and guests with a consistent and enjoyable activity to anticipate each month. Caruso suggested that starting the Third Thursday event up again in January would be ideal; business owners have expressed support for the event during their winter “slow” months.

C.A. Dahl noted that Caruso was also hired to assist with planning the upcoming “Deck the Halls” event coming up on Saturday, December 9. Council members voiced their support of the event.

Saj Jivanjee requested to come forward and provide comment. He introduced himself and referenced his unique RV park and tasting room next to the City of Dundee, which is within walking distance for their guests. Jivanjee discussed that they will plan to advertise events taking place in the city on their website. He did note that there is no sidewalk between the RV park and the entrance to the city at this time.

FUTURE OF DUNDEE ELEMENTARY PROPERTY (5TH & HWY 99W)

C.A Dahl informed that there is a meeting scheduled for tomorrow with three of the City Councilors and the School Board & Superintendent to discuss the Dundee Elementary School property. It was noted that based upon the outcome of the meeting, Council may need to reconvene prior to year-end for an update.

Discussion items included:

- The city has a solid interest in the property
- Partnering with the School Board in decisions moving forward pertaining to the old school property.
- The property is an iconic opportunity to change the face of Dundee
- Impacts of rezoning the property
- Commercial activity needs to be developed on Highway 99W

NEW BUSINESS:

THIRD THURSDAY CONTRACT EXTENSION, BETHANY CARUSO

C.A. Dahl reviewed information contained in his meeting agenda report on page 39 of the packet. He discussed that he has reached out to Travel Oregon to see about extending the contract, though he has not yet heard back from them. Given the success of the event, C.A. Dahl felt confident the city would receive their support. He noted that if the decision is made to move forward with the additional three month extension, Caruso would also be focusing on how to make the event more sustainable over the long-term. C.A. Dahl explained that there are enough remaining funds in the grant program to extend the contract for three months, and also support some of the advertising with it, assuming that there are no issues with Travel Oregon. C.A. Dahl discussed that the goal would be to keep the event going, even during the slow months, with the hope of new funding from the state to continue the program, or potentially applying for additional grant funding or taking a closer look at the budget funds for transient room tax. Brief discussion ensued and C.A. Dahl emphasized the importance of continuing to utilize an event organizer for the event.

ACTION: Motion to extend the 3rd Thursday Planning contract for the next three months at \$3,500 a month.

Motion: C. Ford

Second: C. Starr

Vote: Unanimous in favor.

POSSIBLE ASKS FOR THE STATE LEGISLATURE

C.A. Dahl reviewed the two legislative asks included in his meeting agenda report beginning on page 40. It was noted that C.A. Dahl encountered some issues using the online forms completed on pages 41-44 with regard to the dollar amounts; he will address all typos. The consensus of Council was to move forward with submission of both requests.

TOURSIM MASTERPLAN CONTRACT APPROVAL

C.A. Dahl reviewed information contained in his meeting agenda report on page 45. C. Starr explained that he did not participate in the process of reviewing the proposals primarily because he has known John Southgate since he worked for the City of Hillsboro; he felt he should abstain from the process. Starr voiced support for the task force/subcommittee selection of Southgate.

ACTION: Motion to approve Southgate as the contractor for the Tourism Master Plan

Motion: C. Ford
Second: C. Nelson
Vote: Unanimous in favor.

COUNCIL CONCERNS AND COMMITTEE REPORTS

C. Adlong voiced concern about the maintenance of some of the local parks. Specifically, she expressed concern about the Viewmont Greenway with regard to blackberries which are aggressively growing back. She discussed concerns about the ongoing need to weed eat the area to maintain control of the blackberries at least once or twice a year. C. Adlong noted that blackberries are a concerning issue at the Harvey Creek Trail area as well. It was also noted that public works does manage landscaping needs in these areas. C. Ford expressed concern about the degraded lawn at tipsu palach park; it doesn't seem to be being taken care of adequately. Though it was noted to still be a project in progress, the importance of maintaining this park was discussed, as well as additional park maintenance needed at this location. C.A. Dahl will look into these concerns.

C. Ford reported that the lot on Alder Street (near the winery) appears to continue to be cleaned up more and more as time goes by.

MAYOR'S REPORT

M. Russ expressed concern about the striping above Alder Street once the 9th Street Project is completed. At this time the area is covered by dirt and mud residue, making it difficult to see whether the striping has been damaged. C.A. Dahl discussed that following the completion of the 9th Street Project, the plan will be to continue with new striping all of the way up to the city limits on Alder Street. Research will be done to determine whether paint or thermoplastic would be the best option for the striping; weather may be a determining factor.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl discussed that he received a call from the City of Newberg; they will be ending the contract with the city for planning services and have provided the required two months notice (as per the contract). He explained that through conversation, Newberg has agreed to continue/finish with projects they've already started. C.A. Dahl discussed that he has developed a new RFP for planning services that he hopes will go out this week (scheduled to end on Jan. 8, 2024); he has sent it to the attorney for review. C.A. Dahl also noted that he has talked to Mid-Willamette Valley Council of Governments (MWVCOG) to see if they can assist as needed.
- C.A. Dahl discussed that he finished an RFP for the competitive tourism grant that the Council approved at the last meeting; this will go out soon as well. He will provide it to the Tourism Committee first for their review, and then Parks Committee for their feedback as well.
- C.A. Dahl discussed that on Monday the city went out for the full faith and credit borrowing that Council approved at the last meeting; that is moving forward and should come back to the city by December 20, 2023.

- C.A. Dahl discussed that the work as began at tipsu palach park for the restroom project. Though C.A. Dahl noted the project is moving a long, he feels the rain is slowing them down a bit though the project should be done by the end of the year.
- C.A. Dahl received a bid from the Oregon Water Association for providing their recommendations for a water rate plan strategy; he will bring the information to Council at the Jan. 2, 2024 meeting. C.A. Dahl noted that the has not yet received any applications for the Water Rate Committee.
- C.A. Dahl discussed that he will be out of the office next week.

PUBLIC COMMENT

Saj Jivanjee approached Council and discussed that he has completed a lot of research for his project on 9th Street with regard to local housing needs. He could find no current information available and explained that he took the initiative to do some marketing reporting and demographics for Dundee; he will be providing that information to the city. Jivanjee discussed the importance of providing workforce housing to meet the needs of the local community. He expressed frustration with the amount of time and resources he's utilized to try and bring his 9th Street project to fruition. He expressed a desire to be a positive force and work together with the city, and praised the work and responsiveness of City Planner Downing.

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



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder