

**CITY COUNCIL MEETING
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December 7, 2021**

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**City of Dundee
City Council Meeting Minutes
December 7, 2021**

Call to Order

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

Council and Staff Attendance

Mayor David Russ; Councilors Ted Crawford and Tim Weaver. Attendance Via Zoom: Councilors Storr Nelson, Jeannette Adlong, David Ford and Patrick Kelly. Staff Attendance: Rob Daykin, City Administrator; Greg Reid, City Engineer; Matthew Kahl, City Attorney; Chuck Simpson, Public Works Superintendent; and Melissa Lemen, Administrative Assistant. Attendance Via Zoom: Brandon Hamilton, Fire Chief.

Public Attendance

John & Karen Roberts, 237 SW Oliver Court; Chester Craig, Dundee Mini Storage, 1232 Hwy 99W; and Craig Nies.

Attendance Via Zoom: Jack Zinda, U Store Self Storage; and Josh Henry.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Items 4.1-4.9 as follows:

- Item 4.1 Special City Council Minutes, October 18, 2021
- Item 4.2 Special City Council Minutes, November 1, 2021
- Item 4.3 City Council Minutes, November 2, 2021
- Item 4.4 Special City Council Minutes, November 5, 2021
- Item 4.5 Special City Council Minutes, November 13, 2021
- Item 4.6 City Council Minutes, November 16, 2021
- Item 4.7 Special City Council Minutes, November 23, 2021
- Item 4.8 Financial Report Ending October 31, 2021
- Item 4.9 2022 Meeting Calendar

The motion passed unanimously.

Old Business

Resolution No. 2021-16, Building Permit Fees

There were no comments pertaining to the proposed resolution. A **motion** was made and seconded to adopt Resolution No. 2021-16, a resolution setting permit fees and charges for implementation and administration of the Oregon Specialty Codes adopted by the City of Dundee and repealing Resolution No. 05-01. **The motion** passed unanimously.

LID No. 2013-01 Assessments

Chester Craig, owner of Dundee Mini Storage, 1232 Hwy 99W, provided public comment. He expressed concern about the increased assessment fees and voiced that any assistance in this

regard would be greatly appreciated. Craig also discussed that he finds it difficult to complete improvements to his property given the costs involved in completing the additional improvements required by the City. The reduction in assessment amounts was discussed. The reduced assessment for this property was noted to be \$15,361.18, down from the previously estimated assessment of \$16,468.75. Craig discussed concerns with water line work in conjunction with his property, which he indicated he reviewed with the City Engineer recently. He also voiced appreciation for the ongoing efforts of Council and thanked them for listening to his concerns. C. Crawford noted that the Urban Renewal district could potentially partner with him and assist in funding some of the costs of development of his property.

Craig Nies, 225 Hwy 99W and 792 Hwy 99W (Dundee Garden Art), approached Council and inquired about the LID process moving forward, which C.A. Daykin described in detail.

Council reviewed a letter received late from Joyce Colling, Past President, Dundee Women's Club. A copy of the letter was added to the meeting agenda materials. C.A. Daykin explained that he had a long discussion with Colling about the history of the future development of Tenth Street in conjunction with their property. He noted that though it previously hadn't been envisioned to be fully developed as a street (and just driveway access to those interior properties), a new Transportation System Plan (TSP) was adopted that says that Tenth Street will be developed westwardly to meet up with the Linden Lane extension as a street. C.A. Daykin explained that had this information been known in 2013, the City may not have necessarily placed the same improvements at this location (the driveway approach the way it was designed, etc.). Discussion ensued. C.A. Daykin explained that in cases where there is local street matching the highway without the driveway drop, there are no additional charges to the abutting property owners. It was noted that the assessment presented is based on the 2013 approach to assessing the properties. C.E. Reid noted that the only concern he has with the existing approaches is that they are only 24 feet wide, which restricts the turning movements somewhat. Discussion ensued.

M. Russ inquired about whether interest will be charged for those property owners entering into an installment plan with the City. C.A. Daykin noted that an interest rate of 2.5% is being proposed; the City is paying 2% interest right now for the loan that is covering this cost plus some additional loan-related costs.

Council reviewed a letter received from Cody Wright, Purple Hands Winery, on page 59 of the meeting agenda packet. C.E. Reid reviewed recent work completed in association with the property and discussed his belief that Wright's concern in the letter has to do with his adjoining neighbor. C.E. Reid explained that the City allowed Wright's neighbor to build his driveway on the easement through that property (the City allowed the neighbor to use the sewer easement which also serves the adjoining property). He went on to explain that when Chalice began business, they wanted to complete a new sewer connection; the City approved this work and thus Chalice had to dig through the new asphalt, which C.E. Reid feels that Wright is referring to in his letter (the new asphalt was trench cut through). It was noted that Chalice did repair the asphalt. C.E. Reid explained that he is still completing research regarding additional comments in the letter. It was noted that the issues contained in the letter do not relate to the proposed LID. C.A. Daykin reviewed that the LID covers the concrete driveway approach going into that area; it covers the sidewalk along his frontage as well as new curb which was installed. C. Nelson recalled additional information pertaining to Wright's concerns in the letter, including his belief that the engineer did not have a connection to Hwy 99W shown; the pavement went up to the back of the sidewalk but didn't include the sidewalk approach to Hwy 99W. He recalled that it was not technically the City requiring him to do that, but his project had to be completed in that manner; it was not a City issue but more that his engineer at the time of design should have had that accounted for.

C.A. Daykin explained that in addition to the comments received tonight, he did speak with approximately six additional property owners:

Parcel 56: C.A. Daykin spoke with Lisa McQueen (Erb), who expressed concern about the sidewalks being built in ODOT's ROW. C.A. Daykin discussed that he explained to her that this is not uncommon.

Parcel 4: C.A. Daykin spoke with Ethan Headley, Trellis Dundee, who expressed concern about being billed for a sidewalk and driveway, which he already had. C.A. Daykin explained to him that these structures were in very poor shape and did not meet ADA compliance. Headley informed C.A. Daykin that the property had recently changed ownership and the previous owners had not let him know about the LID. It was also noted that Headley did also purchase the property on First Street directly west of him; C.A. Daykin had discussion with Headley regarding the future improvement of that property and the possibility of working with the City on a project potentially utilizing urban renewal.

Parcel 1: C.A. Daykin spoke with the new property owners, Gerald & Diane Yearous. It was noted that the property was the former Provincial Dining property. He explained that the new owners are in the process of remodeling the property to bring it back to being a residence; they will reside there as their primary residence. C.A. Daykin discussed that they were somewhat upset that the prior owner did not relay the information to them about the assessment.

Parcel 8: C.A. Daykin spoke with Wesley & Melissa Bush, who own the property which does not directly front the improvements. He discussed the location of the property and described how their property was assessed.

Parcels 27 & 28: C.A. Daykin spoke with Diane Anderson, Gary Anderson Trust, from the Radiator Shop property. She had expressed concern with paying the assessment; C.A. Daykin discussed the repayment plan process with her. C.A. Daykin explained that her main concern was that in the overall design of the project she lost a driveway that they had for access to the highway, though it was noted that a driveway in that location was not safe to remain. Detailed discussion ensued.

Parcel 39: C.A. Daykin was contacted by Wine Country Legacy Partners regarding the 10th Street property with the Dundee Women's Club. He explained that this large parcel of property includes a finger of property which comes down and is within the LID property, and thus this property owner incurred some of the costs of the Tenth Street improvements. Detailed discussion ensued and C.A. Daykin explained that a parcel was created with a partition; the partition was recorded but the conveyance did not occur. It was noted that Saj Jivanjee is not technically the owner of the property though by the time the assessment is recorded he might be.

Council did not request any adjustments to the final adjusted assessments. The consensus of Council was to move forward with the preparation of the ordinance. C.A. Daykin stated that the assessment letters would be mailed following the adoption of the ordinance.

Ninth Street Construction Project

C.A. Daykin reviewed details contained in his meeting agenda report beginning on page 73 of the meeting agenda packet and addressed Council questions. It was noted that the City presently has three other loans with the same agency; brief discussion ensued. C.A. Daykin discussed his belief that have an agreement in place between the City of Dundee and the Urban Renewal Agency on the issue of Ninth Street will be important for the strength of the application. Additionally, he felt that adopting a resolution that addresses the LID would strengthen the application even more.

C.A. Daykin reviewed that City Council expressed interest in forced undergrounding as it relates to the overhead utilities on the highway with PGE and others. He described forced undergrounding as it relates to PGE and entering into an agreement; PGE would complete the work and then would recover their costs from rate payers, though it would have to be approved by the Public Utility Commission (PUC). C.A. Daykin explained that PUC would only approve it if they felt that the burden is not excessive on the rate payers. Discussion ensued and he explained that he has asked PGE to look at four subsets of undergrounding projects, which were described in detail. Discussion ensued. C.A. Daykin explained that if it is determined that undergrounding is feasible, it can take up to a year for PGE to complete the process. Timing was noted to be of concern for the Ninth Street project. It was noted that while PGE would be happy to complete the work in phases, the concern is whether they will deem the work feasible or not.

The consensus of Council was to support directing the City Engineer to prepare a computer model for the Ninth Street project to test various LID assessment methodologies and urban renewal contribution rates for review by the City Council at the January 18, 2021, City Council meeting.

Joint City/Fire District Meeting

It was noted that the meeting will be held on December 14, 2021, at 6:00 pm at the Dundee Fire Station. Brief discussion ensued regarding talking points for the upcoming joint meeting.

Oregon DEQ TMDL Plan Update

C.E. Reid discussed that he did receive three more minor comments today on the Plan; he will get those incorporated and respond to them by first thing tomorrow morning. He explained that moving forward it's just a matter of making sure the reporting is completed and keeping up with the riparian habitat plan and adoption. C.E. Reid addressed brief questions and described the next steps in the process.

New Business

Apparatus Repairs Invoice

C.A. Daykin addressed brief questions. He explained that the Department was very active in conflagration again this year; a good part of the repair invoice will be paid from that new revenue. Council expressed concern about the many failings on this apparatus and why these many issues weren't addressed in a timelier manner. C.A. Daykin offered that there are inspections performed though he didn't know the exact details; Chief Hamilton would be able to provide this information at a future time. M. Russ supported ensuring that processes are in place moving forward which prevent this from happening in the future. C. Weaver acknowledged that there have been many recent changes and challenges in the Department. C.A. Daykin will convey Council concerns to Chief Hamilton. He also noted that Fire Chief Hamilton does feel that this apparatus is going to be one of the key ones that the Department does retain when they go through the review of their equipment. Brief discussion ensued. **A motion** was made and seconded to approve the invoice from Oregon Apparatus Repair, Inc. to repair the Fire Engine in the amount of \$17,942.39. **The motion** passed unanimously.

Resolution No. 2021-17, Taste Dundee Event

C.A. Daykin reviewed some of the information contained in his agenda report beginning on page 93 of the agenda packet. He explained that he did ask Josh Henry, if the event is approved by Council, to place door hangers out to communicate the event information to nearby neighbors. Parking information was reviewed. C. Nelson expressed concern about parking noted to be located on Edwards Street north of Fifth Street, in an area he indicated is approximately 1.5 lanes

wide. Josh Henry explained that they hope to utilize any kind of available public parking on the streets and offered that they can inform residents as well. He noted that in the past event attendees had parked up north of the school in the open lot near the park, as well as along the street north of the school. Discussion ensued regarding parking concerns and locations. Henry explained that they will also be looking into working with any of the local wine transportation companies for those who will be staying at the Dundee Hotel, etc. C. Kelly recalled that during harvest time many vehicles park along SE Maple Street as well and this area could potentially accommodate up to 20 cars. C. Crawford offered additional suggestions for potential parking space in Dundee, as well as discussed ways that the Tourism Committee is supporting this event. **A motion** was made and seconded to pass Resolution No. 6.2, a resolution authorizing the Taste of Dundee event at Dobbles Family Estate winery on May 7, 2022. **The motion** passed unanimously.

Outside Water Request

C.A. Daykin addressed brief Council questions. **A motion** was made and seconded to authorize the connection of 21400 N. Highway 99W to the Ward water line. **The motion** passed unanimously.

Well No. 10 Inspection Quote

Chuck Simpson, Public Works Superintendent, addressed Council questions and reviewed information contained in his report beginning on page 107 of the meeting agenda packet. C. Crawford inquired about whether there is potential for a well in the Falcon Park area. Simpson explained that there were provisions installed in the park to complete a test well in this location though the work was never completed. It was noted that this had been a project idea of the previous public works supervisor, Alan Mustain. C.A. Daykin discussed that this is an expensive process and explained that the City does not have a water right in this location.

Concern was expressed that Well 10 is low producing. Simpson pointed out that Well 3 provides 20 gal/minute and runs 24 hours a day during the summer months. Detailed discussion ensued regarding water production of the City wells.

C. Crawford inquired about at what point the river will be resourced. C.A. Daykin discussed that there are many factors involved in that option; brief conversation ensued. C.A. Daykin noted that he did hear back from the City of Newberg last week about their redundant supply project, Newberg is acquiring river water rights and has purchased an additional five acres next to the exiting water treatment facilities that would be used to expand their treatment for a river source. C.A. Daykin discussed that Newberg believes that at some point perhaps in early spring they would be more in position to discuss the interest of Dundee and Newberg potentially working together. Brief discussion ensued.

Simpson discussed that placing a camera down the well will assist in determining the nature of the issue; there is a comparison video from 10 years ago which can be used to see if anything major has changed in the well. **A motion** was made and seconded to approve the inspection of Well #10 by Schneider Water Services as outlined in their estimate #3264 in the amount of \$5,930.00. **The motion** passed unanimously.

Public Works Staffing

C.A. Daykin explained that public works staff have been short staffed for a while. He explained that with the addition of new maintenance work tasks associated with the completion of the highway project and others, the work is becoming a burden that the city cannot take on with the current staffing. C.A. Daykin reviewed some of the information contained in his agenda report beginning on page 113. Discussion ensued regarding the competitive job market for entry level

positions. It was noted that a new public works position has not been included in the current budget; it is proposed to begin in April so that only two months would be paid for out of the current budget. C.A. Daykin explained that a seasonal position was included in the present budget, though some of the hours have not been fully expended so there is some budget capacity from that. Discussion ensued regarding potential methods of paying for the position and departments/funds impacted; these discussions could be had with the new city administrator. It was noted that it is becoming more and more difficult for CPRD complete the maintenance in Dundee. C. Crawford discussed that the Tourism Committee could likely support the costs associated with landscaping maintenance on Highway 99W and perhaps Alder Street Park as well. C. Ford explained that though he is open to the idea of hiring additional public works staff, he felt it would not be prudent to move forward until additional analysis is completed. M. Russ voiced support of this approach and asked C.A. Daykin to provide this information to the new incoming city administrator to address in late February.

Council Concerns and Committee Reports

C. Crawford inquired about when the additional decorative streetlights will be installed. C.E. Reid recalled that the lights were anticipated to ship this month though they wouldn't likely be installed until early next year. It was noted that there has also been difficulty in obtaining plants for the landscaping portion of the project, so the completion date is unknown at this time. It was noted that the orange traffic cones will remain in place until the landscaping is complete.

Mayor's Report

M. Russ discussed that he has spoken with some residents on First Street who have expressed concern about parking issues from Trellis customers. Residents have expressed difficulty in parking and accessing their properties. Discussion ensued regarding the complexities of parking in the area. It was noted that the owner of Trellis recently purchased the neighboring property and may be able to meet some of the parking needs in doing so, as well as perhaps expanding the footprint of the building and/or providing additional outdoor space. Brief additional discussion ensued.

M. Russ inquired about the property located at 309 Hwy 99W (Unique Auto) and expressed concern about the number of cars parked there. C.A. Daykin suggested that Council could provide a letter stating that their permit will be revoked through a due process. M. Russ voiced support of this, and C.A. Daykin noted this will be a task added to the list for the new city administrator.

M. Russ inquired about an update from C.E. Reid pertaining to him speaking with the electrician about potential photocells being used for the decorative lights on Hwy 99W. C.E. Reid explained that he did reach out to the electrician and posed the question, though they haven't gotten back to him yet with an answer. Discussion ensued and C.E. Reid noted that they are going to be setting poles (on Hwy 99W) next week though it doesn't look like they will be working on them until after the New Year.

City Administrator's Report

None.

Public Comment

John Roberts, 237 SW Oliver Court, approached Council and inquired about the new traffic control island/turn lanes located at the intersection of First Street and Highway 99W. He discussed a repeating situation in this area pertaining to confusing right-of-way at this location and inquired about whether clarifying signs will be placed at some point. Roberts also requested an extension of the white line on the highway where traffic from First Street turns left onto 99W

heading north (and then merges with traffic already traveling on the highway). Detailed discussion ensued regarding the complexities of traffic in the area. C.E. Reid indicated that he will review the plan and provide the comments to the project manager.

Chester Craig, 1232 Highway 99W, explained that he's had two different people in the past three months express interested in buying his property, including the owner of the nearby Dundee Hotel. He inquired about what the future vision is for Thirteenth Street. C.A Daykin discussed that he too was contacted by the hotel owner regarding potential expansion and their needs. He discussed that on the Transportation System Plan (TSP) Thirteenth Street is identified as a street. Detailed discussion ensued regarding potential options moving forward. Additional questions pertaining to the TSP were addressed. Discussion ensued and Craig was encouraged to bring his project ideas forward to the Urban Renewal Agency for their consideration.

The meeting was adjourned at 8:53 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder