

**City of Dundee  
City Council Meeting Minutes  
January 16, 2024**

**CALL TO ORDER**

Mayor David Russ called the meeting to order at 6:58 P.M.

**COUNCIL AND STAFF ATTENDANCE**

(Due to a weather event, the Council meeting was held exclusively via Zoom.) Attendance via Zoom, Mayor David Russ; City Councilors David Hinson, Bruce Starr, Tim Weaver, Storr Nelson and Jeannette Adlong. Absent: Councilor David Ford.

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

Public Attendance:

None.

**AGENDA CHANGES**

An Executive Session was added to the agenda.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**Action: To approve the Consent Agenda**

**4.1 OLCC Application, En Tirage**

**4.2 Dundee Fire Department – December Report**

**4.3 Public Works Water Leak Survey Funding Request**

**4.4 Financial Report Ending November 30, 2023**

**Action Required: Motion to Accept the Consent Agenda**

Motion: C. Weaver

Second: C. Nelson

Vote: Unanimous in favor.

**OLD BUSINESS:**

**UPDATE ON POLICE SERVICES, PRESENTED BY CHIEF KOSMICKI**

Chief Kosmicki's presentation to be rescheduled for the February 6 city council meeting.

## **WATER DAMAGE REPAIR TO FIRE STATION**

C.A. Dahl mentioned to Council the estimated cost to repair the water damage at the fire station. Fire Chief Brandon Hamilton provided an in-depth insight into the estimates he received from contractors to ensure the proper restoration and functionality of the fire station. He explained that Serv Pro of Gresham submitted an estimate of \$14,066.57 and the initial estimate from the insurance company was \$9,524.36. He also noted a supplement payment to cover the difference was agreed upon with the insurance company as the estimate was higher than what was initially paid. He stated Serv Pro was able to quickly get this repair in their schedule and planned to be finished by the following week.

**ACTION: Motion to approve Serv Pro of Gresham, Inc. to complete the water damage repairs to the fire station as outlined in the scope of work bid document, not to exceed \$14,066.57.**

Motion: C. Nelson

Second: C. Starr

Vote: Unanimous in favor

## **NEW BUSINESS:**

### **PLAY NICE PUBLIC RELATIONS CONTRACT**

C.A. Dahl introduced a proposal regarding the Play Nice Public Relations Group, which would involve inviting reporters to the community to explore the city and write articles promoting local businesses. He stated that the Tourism Committee has endorsed this three-month contract, amounting to \$9,000.

**ACTION: Motion to approve the Public Relations Proposal for Travel Dundee from Play Nice in an amount not to exceed \$15,000 and to authorize the City Administrator to negotiate and sign the agreement on behalf of the city.**

Motion: C. Nelson

Second: C. Weaver

Vote: Unanimous in favor

### **J B FAB AND SERVICES WELCOME TO DUNDEE SIGN CONTRACT**

C.A. Dahl expressed interest in completing the setup of the "Welcome to Dundee" sign at the corner of 99W and Parks Drive to match the original sign located on the Northeast side of 99W, near 1<sup>st</sup> Street. He mentioned that J.B. Fab & Services expressed a desire to proceed with the installation of the sign, with the total cost amounting to \$46,687. C.A. Dahl acknowledged that there were no competing quotes. Discussion took place regarding the first company to install the original sign. The consensus of Council was to get more quotes before officially working with J.B. Fab.

## **OAWU WATER RATE STUDY CONTRACT**

C.A. Dahl informed Council that he inquired with Oregon Association of Water Utilities (OAWU) about a study to compare the city's water rates to other communities, align them with the city's goals and provide recommendations for rates for Council approval or rejection. A detailed explanation about OAWU is available on page 39 of the agenda packet. C. Hinson inquired whether the proposed rate included the increase needed for the new water plant. C.A. Dahl confirmed the amount budgeted for \$15,000 did not include the new plant and can revise the quote. C.A. Dahl then mentioned he aims to include the new plant in the upcoming budget session by utilizing the system development increase charge and possibly expanding the size of the water treatment plant. Deliberation followed about the cost and research.

**ACTION: Motion to approve the proposal from Oregon Association of Water Utilities for a water rate study in the amount of \$15,000 by May 31, 2024.**

Motion: C. Weaver

Second: C. Adlong

Vote: Unanimous in favor

C. Nelson asked for clarification on the possibility of adding money to evaluate the rates for any future improvements that would need to be made. C.A. Dahl stated he could inquire about the cost, although he had been planning to compile a comprehensive package to evaluate the entire system development charges, which would include the water treatment plant, roads, wastewater and an increase of wastewater plant to handle the river district, separately. He indicated that the additional items were a larger project than what's budgeted for in the proposal. He mentioned that he would present the amount to the budget committee for consideration in the upcoming year. C. Nelson explained that the current rates align with what they should be and plan for short term rate adjustments if necessary. C. Nelson would like to view rates with the water treatment plant included in the future and still approves the motion with a suggestion to add as an addendum to the contract.

## **PLANNING SERVICES CONTRACT**

C.A. Dahl informed Council that the City of Newberg will no longer provide land use planning services to the City of Dundee. The city received four proposals deemed responsive to filling in for land use planning services. The proposals were evaluated and scored in accordance with the terms of the RFP. The top rank was Mid-Willamette Valley Council of Governments (MWVCG) with Doug Rux Group ranked second. He stated MWVCG has more people available and could meet the city's needs. However, he expressed a preference for retaining Doug Rux for larger contracted projects. C. Adlong announced opposition to utilizing MWVCG. C. Nelson concurred with C. Adlong and voiced support for Doug Rux. M. Russ highlighted concerns regarding Doug's status as a newly established independent consultant, lacking a proven track record in business operations. C. Starr inquired about the timeline for the contract, to which C.A. Dahl clarified that none has been established. Subsequent discussion revolved around the capabilities of each service group.

**ACTION: Motion to approve Doug Rux as planner for a period of one year for the contract**

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

**PUBLIC CONTRACTING LIMITS INCREASE**

C.A. Dahl reported that the city’s public contracting limit has not been updated since 2005. A detailed explanation was provided in the agenda packet on page 92. He informed Council that the city’s public contracting rules limit the city’s authorization to conduct small procurement activities for goods and services to those not exceeding \$5,000. C.A. Dahl expressed he would like to see modifications to the City Public Contracting Rules to be approved above \$5,000 to allow the city to speed up on the purchase of goods and services necessary for the City. C. Atty Kahl affirmed the procedure outlining the requirements and categories for each threshold regarding the contract amounts. Discussion delved into the breakdown of each contract process and its associated thresholds. The consensus of Council was to amend the ordinance proposing an increase in the approved amount to \$10,000 and would be presented to City Council for approval at a later date.

**POTENTIAL NEW STOP SIGNS IN DUNDEE**

C.E. Reid acknowledged that there are several locations in town that would benefit by installing 4-way stop signs. A proposed functional classification map was provided in the agenda packet on page 94. C.E. Reid provided a detailed description of each location and articulated the reasons for the necessity of a stop sign. He highlighted that at the intersection of SE Edwards and 8<sup>th</sup> Street may have significant traffic during the upcoming school year. He expressed concern that implementing a 4-way stop at this location might reroute traffic going through 6<sup>th</sup> Street, Boysen and Logan Street. C.E. Reid addressed the intersection of SW 9<sup>th</sup> Street and Alder Street, noting an ongoing issue with high speeds along the hill. He emphasized a new intersection would enhance safety and promote slower speeds in that area. C.E. Reid then explained that View Crest has experienced visibility issues, particularly concerning sightlines down the hill due to the curve along SW 9<sup>th</sup> Street and this challenge also relates to the high speeds on 9<sup>th</sup> Street. He suggested that installing a 4-way stop would help reduce the speed of traffic. C. Starr acknowledged that necessary warrants need to justify implementing a 4-way stop. He inquired with C.E. Reid whether a record of crashes at the intersection of 9<sup>th</sup> was available. C.E. Reid explained that he did not have such a record but could acquire one. C. Starr then stated the opposition of not installing a 4-way stop on 9<sup>th</sup> Street, expressing concerns that it would inconvenience regular drivers of that road. He suggested exploring alternative options to address traffic speed on 9<sup>th</sup> Street. Subsequent discussion revolved around identifying appropriate locations and justifications for installing 4-way stop signs. Council consensus was to postpone the installation of the stop sign on 8<sup>th</sup> Street and SE Edwards until the upcoming school year and would like additional information for the other intersections.

**COUNCIL CONCERNS AND COMMITTEE REPORTS**

None.

**MAYOR’S REPORT**

M. Russ discussed the current snow/ice event and the complexities associated with maintaining city streets during such an event. Council discussed some of the challenges of utilizing plowing during an ice event.

**CITY ADMINISTRATOR’S REPORT**

- CA. Dahl announced the Amity City/County Dinner, February 15<sup>th</sup>. He asked Council if anyone would like to attend to let Melissa know and would get them signed up and paid for.
- He stated tip su palach restroom is almost complete and because of the weather, he anticipates a walkthrough to be done early next week.
- Companies have been contacted about installing a pond and landscape for tip su palach park and would commence the process of soliciting estimates.
- C.A Dahl met with Greg Reid and Chuck Simpson to discuss the Public Works budget for next year.
- C.A. Dahl also met with Fire Chief Hamilton to discuss next year’s fire budget.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION:**

City Council entered into Executive Session at 8:08 P.M. in accordance with ORS 192.660 (2) (h) to consult with council concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session ended at 8:22 P.M. City Council did not reconvene.

The meeting was adjourned at 8:08 P.M.

  
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 David Russ, Mayor

Attest:

  
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 Steve Dahl, City Administrator/Recorder