

**City of Dundee  
City Council Meeting Minutes  
May 16, 2023**

**CALL TO ORDER**

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

**COUNCIL AND STAFF ATTENDANCE**

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

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Brandon Hamilton (via Zoom); and Melissa Lemen, Administrative Assistant.

Public Attendance: Alex Chiper, 520 SW Fifth Street.

**AGENDA CHANGES**

New Business Agenda Item 6.3 Grant Agreements was added to the meeting agenda.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

- Action: To approve the consent agenda;
- 4.1 City Council Minutes, April 18, 2023
  - 4.2 Update City Council Goals

Motion: C. Weaver

Second: C. Nelson

Vote: Unanimous in favor.

**OLD BUSINESS**

**Ordinance 581-2023 Regarding Planning Commission Officers**

**ACTION:** Adopt Ordinance No. 581-2023, an ordinance amending Section 2.16.050 of the Dundee Municipal Code relating to officers of the Planning Commission.

Council had no discussion. C. Dahl read the ordinance title.

Motion: C. Weaver

Second: C. Nelson  
Vote: Unanimous in favor.

## **NEW BUSINESS**

### **Resolution No. 2023-04 Supplemental Budget**

**ACTION:** Adopt Resolution No. 2023-04, a resolution adopting a supplemental budget for fiscal year 2022-2023.

C.A. Dahl discussed that the city received some unanticipated funds not planned for in this budget season; \$363,602 was received from the American Rescue Plan Grant, \$100,000 was received from the Rural Fire Protection District for the new fire engine, and \$35,854 was received for fire conflagration. Brief Council questions were addressed.

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

### **Resolution No. 2023-05 Budget Transfers**

**ACTION:** Adopt Resolution No 2023-05, a resolution authorizing the transfer of budget appropriations within a fund for fiscal year 2022-2023.

C.A. Dahl briefly discussed the proposed budget transfers and his reasons for doing so. He noted that the 2022-2023 fiscal year budget was his first prepared budget for the city; some adjustments needed to be made within funds. C.A. Dahl addressed brief Council questions.

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

### **Grant Agreements**

**ACTION:** Approval of Grant No. DUNDEEWCLP2023-2401 in the amount of \$35,000.

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

The original motion was amended by C. Starr to include authorization of C.A. Dahl to sign the grant agreement.

**ACTION:** Approval of Grant No. DUNDEEWCLP2023-2401 in the amount of \$35,000 and authorizing C.A. Dahl to sign the grant agreement.

Modified Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor

Copies of two grant agreements were provided to Council; a copy of each was also added to the meeting agenda packet. C.A. Dahl discussed the \$35,000 Oregon Tourism Grant:

- Will be used for entertainment and/or events within the City of Dundee this summer; the specifics about the events have not yet been determined, a subcommittee will be formed.
- 50/50 matching grant; Tourism Committee will contribute \$35,000
- This is an Oregon Wine Country License Plate Grant

**ACTION:** Approval of Grant No. DUNDEEWCLP2023-2402 in the amount of \$40,000 and authorizing C.A. Dahl to sign the grant agreement.

Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor

C.A. Dahl discussed the \$40,000 Oregon Tourism Grant:

- A grant for tourism for the City of Dundee
- 50/50 matching grant; Tourism Committee will contribute \$40,000
- This is an Oregon Wine Country License Plate Grant
- The Tourism Committee (or City Council, if needed) will assist in the formation of the strategic planning committee.

## **COUNCIL CONCERNS AND COMMITTEE REPORTS**

None.

## **MAYOR'S REPORT**

M. Russ reported that he participated in Mayor Monday with KOIN-TV on Monday.

M. Russ inquired about when the most recent Sewer Plan was completed; he requested C.A. Dahl research this information and provide feedback at a future meeting.

## **CITY ADMINISTRATOR'S REPORT**

- C.A. Dahl discussed that he hasn't spoken with the property owner of the auto dealership on Third Street since the last City Council meeting; he will meet with the property owner next week to review his plans.
- C.A. Dahl discussed that the city applied for three grants to hire three firefighters; one grant in the amount of approximately \$340,000 was received. The grant will pay for the cost of one firefighter and their equipment for three years. C.A. Dahl will include this information in the 2023-2024 F/Y budget information.
- C.A. Dahl discussed that over the past fifteen months the City of Dundee has received approximately \$625,000-645,000 in grant funds for various projects in the city.
- C.A. Dahl explained that he will be out of the office over the next three days.
- C.A. Dahl reviewed that the first city council meeting in July falls on the July 4<sup>th</sup> holiday this year; Council favored having only the second July meeting this year (July 18, 2023).

#### **PUBLIC COMMENT**

None.

Fire Chief Hamilton was present via Zoom and reviewed that the OSFM was in the amount of \$357,000. He explained that today he received notice of receiving another \$35,000 grant from the Fire Marshall's office for the hiring of two seasonal fire fighters for the summer months. Council praised Chief Hamilton's hard work and efforts.

The meeting was adjourned at 7:23 P.M.



---

David Russ, Mayor

Attest:



---

Steve Dahl, City Administrator/Recorder