

City of Dundee
City Council Meeting Minutes
June 6, 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 Bruce Starr, Tim Weaver, David Ford, David Hinson and Storr Nelson (Via Zoom). Absent: Councilors Jeannette Adlong.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Chuck Simpson, Public Works Superintendent; Brandon Hamilton (Via Zoom); and Melissa Lemen, Administrative Assistant.

Public Attendance: Alex Chiper, 520 SW Fifth Street; Charlotte Ormonde, Doug Stewart, Dundee Volunteer Fire Department.

AGENDA CHANGES

Old Business Item 6.1 Approval of Bid for 9th Street was removed from the agenda; updated information was provided to Council from City Engineer Reid.

New Business Item 7.6 Repairs On Fire Engine 30 was added to the meeting agenda.

Public Hearing 5.1 Resolution No. 2023-04 Supplemental Budget – the correct version of this document was provided to Council.

PUBLIC COMMENT

Charlotte Ormonde, 633 SE Boysen Lane, Rolling Acres, approached Council and introduced herself. Ormonde reviewed information contained in a letter previously provided to Council, a copy of which was added to the meeting agenda materials. She encouraged Council to drive through and observe the area to better understand her concerns. M. Russ noted that it is early in the process and C.A. Dahl discussed that he attended the official groundbreaking ceremony at the property recently. Brief discussion ensued and it was noted that permits have not yet been issued.

CONSENT AGENDA

ACTION: C. Ford requested to pull the April Financial Statement from the consent agenda at this time. **To approve consent agenda Item 4.1;**

4.1 City Council Minutes, May 16, 2023

4.2 April Financial Statement

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

C. Ford referenced the April financial information on page 7, provided by C.A. Dahl, and requested clarification to his questions. C.A. Dahl informed that the date should be reflected as April and not March as shown. The column “Year” should be changed to “Year To Date”. The “Expected End” column was noted to be the F/Y End Expectation. C.A. Dahl addressed C. Ford’s questions and provided clarification as needed. C. Ford expressed concern that some of the numbers don’t seem consistent with the numbers they were recently working with developing the budget. C.A. Dahl explained that the proposed budget was based on February 2023 estimates; there will be three months of additional information that could change some of the previously provided year-end estimates. Discussion ensued and C.A. Dahl voiced support that the information provided in the April 2023 financials is more accurate than that which was provided in the budget process. C. Ford stressed the importance of having as much accurate year-end information as possible as this will impact the carryover to the new budget year; this will impact decisions about spending in the new F/Y. C. Starr voiced an understanding of the concerns expressed, though pointed out that this issue is an issue that every government has to grapple with while sorting through the annual budget process; if what is received is not what was anticipated, adjustments can be made to the budget. C.A. Dahl reviewed that the proposed budget was approved by the Budget Committee and will be presented at the City Council meeting on June 20, 2023.

ACTION: Approve consent agenda item 4.2 April Financial Statement

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

PUBLIC HEARING: Resolution 2023-04, Supplemental Budget

ACTION: Approval of Resolution 2023-04, Supplemental Budget

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

M. Russ called the hearing to order at 7:20 P.M. to consider Resolution No. 2023-04, Supplemental Budget.

Staff Report: C.A. Dahl reviewed the updated Resolution provided.

Public Testimony: None

Additional Staff Comments: None.

Questions for the Council: C. Nelson inquired about the updated resolution and C.A. Kahl discussed that the information was available to the public and appropriately posted.

M. Russ closed the hearing at 7:23 P.M.

OLD BUSINESS

Fire Levy

Brandon Hamilton, Fire Chief, was present via Zoom. He referenced the provided Local Option Levy Results/Decision (beginning on page 46 of the meeting agenda packet) and explained that last Wednesday he paid for the report from the County to determine what ballots were challenged. Chief Hamilton discussed that there were 6 ballots with either no signature present or an unmatched signature. Since that time, he explained, they have reached out to 5 of the 6 voters (they were unable to contact one) and encouraged them to go to the County Clerk's office and correct the issues with their ballots; the deadline was 5 P.M. today. Chief Hamilton noted that he reached out to the County Clerk this afternoon though she could yet provide the results; they will run the ballots tonight and the results will be available tomorrow morning. At this time the results are still not final and he asked Council to hold off on this agenda item until the next City Council meeting. Doug Stewart noted that those they spoke with seemed very supportive and also supportive of fixing the issue with their ballots; there was no sense of hostility or grief, or any sense of inconvenience that they were there to have a conversation with them.

C. Ford discussed that they did meet with the Rural Fire District representatives last week; they felt fairly confident that the levy would pass if they did have to go out for a vote in November. He felt that the representatives were committed to working hard to make sure it gets passed in the future if it does not pass this election. The process moving forward was briefly reviewed.

NEW BUSINESS

Approval of Tree Removal

ACTION ITEM: No Council action taken at this time; C. Simpson will contact PGE directly to try and determine estimated costs prior to Council taking action on this item.

Council reviewed the quote information received from three companies and discussed the following:

- There is a local tree service which could be also be used for future projects of this nature.
- Funds for the project will be used from the Plantings/Strips & Street Trees section of the Street Maintenance Repair portion of the budget.

- Differences in the quote amounts were discussed.
- PGE fees will be assessed following the project; actual charges are unknown at this time.

Approval to Fix Waste Water Pumps

ACTION ITEM: Approval of the repairs for the WWTP pumps at a cost of \$45,808.10.

Council reviewed information in the meeting agenda packet and discussed the following:

- The pumps are located in a gritty environment; once grit got through the seal additional damage was caused.
- The pumps receive annual servicing.
- There is one large back-up pump and a spare mixer; there is no small back-up pump.
- There is a loaner pump in place from Xylem which is being used presently. Two smaller pumps are also being used as the plant is on low flow right now.
- There are resources in the budget to cover these expenses.
- The work will not likely be done until July and thus will be included in next year's budget.

Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor.

Approval to Purchase Vac Truck

ACTION ITEM: Approval of the purchase of the new vector truck for \$340,223.00 plus any additional interest and/or 4% price increase up to \$13,700.

Council reviewed the information in the agenda packet and discussed the following:

- There has been a 4% increase in the cost of the Vac Truck.
- The Vac Truck can be purchased outright or leased.
- \$350,000.00 was placed in the budget for this purchase in the Equipment Fund.
- If purchased, delivery would occur in 6-12 months.
- Payment would need to occur upon delivery
- Industry standard is a 1-year warranty; lifespan is anticipated to be 20 years.

Motion: C. Weaver

Second: C. Ford

Vote: Unanimous in favor.

Decision on First July City Council Meeting

The consensus of Council was to cancel the first scheduled meeting in July (July 4, 2023).

Approval to Fix WWTP Blower Motor

ACTION ITEM: Approval of the expenditure to purchase a Turbo Blower (TB050) Type A for \$12,490.00.

Council reviewed the information presented in the agenda packet and discussed the following:

- There are a total of 5 blower motors; 2 for the MBR's, 2 for the aeration basins & 1 back-up.
- One of the MBR blowers is broken; one blower is doing the work of two right now.
- This expenditure will likely occur in next year's budget.

Motion: C. Ford

Second: C. Nelson

Vote: Unanimous in favor.

Approve Repairs on Fire Engine 30

ACTION ITEM: Approval of the repairs for Fire Engine 30 at a total cost of \$6,852.23.

Council briefly discussed the information added to the meeting agenda materials.

Motion: C. Ford

Second: C. Starr

Vote: Unanimous in favor.

COUNCIL CONCERNS AND COMMITTEE REPORTS

C. Hinson inquired about the bid process for the 9th Street Project. C.A. Dahl discussed that the bids are due at 12:00 P.M. on Friday, June 9, 2023; they will be provided to Council via email later that afternoon. It was noted that conduits will be placed for future undergrounding. Brief conversation ensued. The consensus of Council is to schedule a Special City Council Zoom meeting on Monday, June 12, 2023 at 5:00 P.M. to formally review and discuss the bids received.

C. Hinson requested that the final proposed budget be provided to Council early next week, if possible, so there is additional time for review.

C. Ford expressed concern about uncut grass and weeds he notes to be present on various properties around town. C.A. Dahl confirmed that mowing letters have already been mailed out with a June 15, 2023 deadline provided. He explained that the letters were sent the middle of May; some properties have been mowed while others have grown taller since then, requiring new letters be sent.

MAYOR'S REPORT

M. Russ reported that he was contacted by a concerned citizen regarding “junk yard” at 941 SW Alder Street, the building behind the old Bag Connection building on Alder Street. It was noted this area has been unsightly for awhile and continues to worsen. The complex nature of the issue was discussed; this is private property and not accessible to city staff. C.A. Dahl indicated that he will check into the matter. Brief discussion ensued and concern was expressed that there could be potential hazards/health hazards associated with the contents on site.

M. Russ indicated that he was contacted by Congresswoman Salina’s assistant to schedule a meeting with he and C.A. Dahl. Brief discussion ensued; Council suggested adding conversation about the bypass to their conversation. This meeting will be scheduled at some point soon.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl discussed the city has hired Crystal Roach as a regular employee and will no longer be paying the additional fees of her contract with the temporary agency; this information will be reflected in the budget proposal. Brief discussion ensued.
- C.A. Dahl discussed that there have been issues with Well #10 and it has been shut down. He explained that in 2021 there was an issue where the casing was punctured; that patch has worn down and the puncture is in this location. Superintendent Simpson is discussing the matter with professionals to assess options.
- C.A. Dahl discussed that there was a leak on Ninth Street over Memorial Day weekend.
- C.A. Dahl discussed that there was a contractor on a road outside of town (where the city provides water) hit one of the water lines yesterday. He praised city staff their response to the situation; he indicated that a local resident came by City Hall to praise public works staff as well.
- C.A. Dahl discussed that he has contacted the developers on Third Street; there is a water line that they had fixed crossing Third Street that is essentially collapsing on itself and is becoming a dip in the road. He requested that the issue be fixed with either hot or cold patch so that traffic can safely pass over it.
- C.A. Dahl discussed that he met with the owner of Unique Auto to discuss his property. The next step is taking his plan to the Planning Commission; if he hasn’t submitted the information by June 20, 2023, C.A. Dahl indicated that he will reach out to him and request submission of the information by June 30, 2023.
- C.A. Dahl discussed that he met with Potcake Cellars regarding their signage issue; they’ve now been approved with a sign though are considering options for a building sign.

PUBLIC COMMENT

None.

The meeting was adjourned at 8:13 P.M.



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder