

**City of Dundee  
City Council Meeting Minutes  
August 6, 2024**

**CALL TO ORDER**

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

**COUNCIL AND STAFF ATTENDANCE**

Attendance Mayor David Russ; City Council President Storr Nelson; City Councilors Bruce Starr, Tim Weaver, David Ford. Via Zoom: David Hinson. Absent: Jeannette Adlong.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Matthew Kahl; Public Works Superintendent, Chuck Simpson; City Planner, Doug Rux and Payroll & Accounting, Melissa Lemen.

Public Attendance:

Alex Chiper, 520 SW 5<sup>th</sup> Street and Peter Donor, 780 SE Locust Street.

**AGENDA CHANGES**

Removal of New Business Item 6.2 – Approval of Master Service Agreement for Audit.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**Motion to approve the Consent Agenda**

**4.1 City Council Goals**

C. Ford requested the removal of item number 4.2 from the consent agenda due to concerns about its accuracy of the information provided.

**ACTION: Motion to approve the Consent Agenda with Financial Report be removed.**

Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor

**OLD BUSINESS:**

**ORDINANCE 856-2024 AMENDMENT TO THE DEVELOPMENT CODE**

City Planner Doug Rux approached Council explaining that Ordinance 856-2024 required amendments due to recent updates from DEQ. He also noted various sections that City Atty. Kahl noted needed to

be revised. The ordinance was also updated to reflect the correct date; discussion followed.

**ACTION: Motion to approve Ordinance 586-2024, Amendment to the Development Code.**

Motion: C. Starr

Second: C. Ford

Vote: Unanimous in favor

**RESOLUTION NO. 2024-12, INCREASE IN LAND USE FEES**

C.A. Dahl explained that following the July 16<sup>th</sup> City Council meeting, it was recommended that the city implement a land use fee application. A detailed report was provided on page 169 of the agenda packet. C. Starr inquired about the percentage increase and comparative data of this fee in surrounding areas; discussion ensued.

**ACTION: Motion to accept Resolution 2024-12, Establishing the Land Use Application Fee Schedule and Repealing Resolution 2021-11.**

Vote in favor: C. Weaver, C. Nelson, C. Ford, C. Hinson, M. Russ

Vote nay: C. Starr

**NEW BUSINESS:**

**RESOLUTION NO. 2024-14, AMENDING RESOLUTION NUMBERS**

C.A. Dahl noted that duplicate resolutions were created for Resolutions 2024-05 and 2024-06. These resolutions would be distinguished by labeling them as "A" and "B".

**ACTION: Motion to approve Resolution 2024-14, Correcting Resolution Numbering.**

Motion: C. Starr

Second: C. Nelson

Vote: Unanimous in favor

**SURPLUS OF DITCH WITCH HYDRO EXCAVATOR**

C.A. Dahl explained that following the acquisition of the new surplus Ditch Witch hydro excavator, he requested placing the 2006 hydro excavating trailer for sale starting at \$25,000. Public Works Superintendent Chuck Simpson then approached Council, expressing his gratitude for approving the purchase of the hydro excavator.

**ACTION: Motion to Surplus the Ditch Witch Hydro Excavator.**

Motion: C. Ford

Second: C. Nelson

Vote: Unanimous in favor

**WWTP BACKUP GENERATOR MAINTENANCE SERVICE AGREEMENT**

The service agreement was provided on page 194 of the agenda packet. Superintendent Simpson explained that a maintenance renewal agreement was needed as the previous agreement has surpassed the signing authorization. It was noted that this agreement was for a three-year term; discussion ensued.

**ACTION: Motion to Approve WWTP Backup Generator Maintenance Service Agreement.**

Motion: C. Ford

Second: C. Starr

Vote: Unanimous in favor

**SEWER REPAIR CHANGE ORDER**

City Engineer, Greig Reid provided a brief update for the upcoming sewer work along Hwy 99W and the night work that would ensue. A detailed report was provided on page 202 of the agenda packet.

**ACTION: Motion to Approve Change Order #1 to Correct the Pipe Sizes to be Repaired and Add Additional Repair at an Additional Cost of \$40,440.**

Motion: C. Ford

Second: C. Weaver

Vote: Unanimous in favor

**COUNCIL CONCERNS AND COMMITTEE REPORTS**

- C. Ford inquired about the audit proposal, specifically questioning the total amount and how it compared to the budgeted amount.
- C. Ford requested an update on 9<sup>th</sup> Street. The City Engineer responded that they were still waiting on Ziplly. Discussion followed.
- C. Ford inquired about the financial report, noting discrepancies between budgeted amounts and year-end balances. He requested a review to address those differences.
- C. Ford also noted that the 2024/2025 budget was not yet available on the website. C.A. Dahl confirmed that Melody uploaded it to the website earlier this afternoon.

## MAYOR'S REPORT

M. Russ requested a direct contact for Ziplly and encouraged Council members to reach out individually to express their concerns regarding the 9<sup>th</sup> Street project. He also expressed his budget concerns, urging the collection of specific issues and documentation related to the budget.

## CITY ADMINISTRATOR'S REPORT

- C.A. Dahl provided an update on the RFP pertaining to the Tourism project coordinator
- Walking map of Dundee in mail folders
- TGM Grant has been submitted
- An ADA parking study is in progress
- Discussion with Jivanjee regarding his project staying within code
- Psylocibin city ordinance discussed
- Goal setting scheduling – questionnaire will be sent out to Council

## PUBLIC COMMENT

None.

## EXECUTIVE SESSION

The Council met in Executive Session in accordance with ORS 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to negotiate labor transactions.

The Council met in Executive Session in accordance with ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection.

The City Council did not reconvene, and the Executive Session was adjourned at 8:43 P.M.

The meeting was adjourned at 8:43 P.M.

  
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Storr Nelson, City Council President

Attest:

  
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Steve Dahl, City Administrator/Recorder