



# CITY OF DUNDEE CITY COUNCIL MEETING

801 N. Highway 99W, Dundee, OR 97115

City Hall Phone: (503) 538-3922 Website: [www.DundeeCity.org](http://www.DundeeCity.org)

*The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.*

AUGUST 12, 2025, 7:00 PM

1. Open Special City Council Work Session Meeting
2. Amendments to the Agenda, if any
3. Public Comment: Each speaker will be allowed up to 3 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions. The council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
4. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
5. Work Session Item
  - 5.1 Memorandum Regarding Status of City Departments and Projects      Pages 3-9  
*Discussion*
6. Council Concerns & Committee Reports
7. Mayor's Report
8. City Administrator Report
9. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Councilors will generally not respond to comments except to ask clarifying questions.
10. Adjourn

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Pending Business:

1. Public Works
  - 1.1 Old Dundee Elementary School
2. Planning/Land Use
  - 2.1 Dundee Riverside District Code Amendment
  - 2.2 Exterior Lighting – Code Update/Street Light Standards
  - 2.3 Code Amendments – Land Use Procedures
  - 2.4 Pending Type II or Type III Land Use Applications
  - 2.5 Sander Estate Park Developer Agreement
  - 2.6 Psilocybin Ordinance

3. City Council
  - 3.1 Update SDC Methodologies
  - 3.2 Storm Drain Master Plan Update
  
4. Parks & Trails
  - 4.1 WWTP Nature Park
  - 4.2 Riverside District Neighborhood Parks
  - 4.3 Build out of tipsu palach Park
  
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 592-2025
  - 5.2 Resolution No. 2025-15

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.



## MEMORANDUM

**To:** City of Dundee, Mayor and City Council

**From:** Brandon Hamilton, Acting City Administrator

**Reviewed Through:** Ashley Wigod, City Attorney

**Date:** August 12, 2025

**Re:** Status of City Departments and Projects

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The City Administrator's last day at the City of Dundee was August 8, 2025. Mr. Dahl provided a written status update of projects and met with the Mayor and the City Attorney to discuss additional details. Below is a summary of the written materials and conversations.

The goal of the Work Session is to review the status of projects, update information as needed with input from staff, and for the City Council to discuss priorities for the Interim City Administrator during the period of time that the City seeks to appoint a permanent City Administrator.

### Public Works

#### City Engineer Contracts:

- AKS, Project Engineer: John Christiansen for development and streets
- Kennedy Jenks, Water and Wastewater Issues

### Water

- **Water meter replacement project**
  - FY 25-26 budgeted \$100,000 per year for water meter replacement
  - Steve estimates \$850K total
  - 3" and 2" are completed
  - FY 25-26, the scope is to replace ones that do not work.
  - Approximately 15% (180/1200) of meters have been replaced at a cost of \$73,800, not including labor. The city is doing the replacements in-house.
- **Water Tank**
  - It is reported that the reservoir is or was leaking at one time.
  - Staff decided that relocating the pipe would fix the leak.
  - Peterson Structural Engineers (PSE) was hired to design the relocation of the existing pipe. Redesign has a pipe coming out of the side of the reservoir
  - Steve said divers went in and reviewed the inlet.
  - PSE does not manage projects, issue bids, or manage

- Kennedy Jenks proposed to develop specs, bid it out, and manage the project for \$40,000; As an engineering and related services agreement, it can be directly appointed.
  - Steve recommends work be started by mid-October to be successful prior to winter weather or else wait until next Spring.
  - Legal recommends that the City confirm the underlying assumption that the location of the inlet pipe is causing the leak; sometimes other factors such as interior coating is in poor shape and cannot be repaired. While the conclusion about the inlet pipe causing the leak might be sound, spending time and resources solving the wrong problem can lead to a waste of time, money, and litigation.
  - **Possible next step:** Contract PSE to ask how to confirm the source of the leak and confirm proposed solution will be successful.
- **Water Rights**
    - CWMH20 has provided an assessment of City issues and prepared water rights permits and extensions to submit to the State.
    - Jordan Ramis, water law attorney, is reviewing permits for September submittal.
- **PFAS**
    - City received a forgivable loan from OHA to review ways to remove PFAS that was identified in wells; Kennedy Jenks hired to perform analysis. After the report is received, the City can apply for part two of the grant to implement a recommendation to remove PFAS from the well.
    - The State of Oregon has asked for the City's contract to be updated to add special terms and conditions. These updated terms and conditions will be placed on the next Council Agenda.
    - **Possible next step:** Contact Kennedy Jenks; ask for status update; notify KJ who to contact at City.
- **Water Line on 5<sup>th</sup> Street**
    - City received a \$320,000 grant, funded by reimbursement, from the legislature to replace the water line
    - There is a 12" water line along 5<sup>th</sup> with one section that is 6"
    - CPRD has agreed to include the work in its General Contractor bid for Sanders Estate Park; They will send an IGA for the reimbursement of the work once they receive their bid.
    - The project area is in the Urban Renewal area. Per Steve, Urban Renewal has \$450,000, and therefore, Urban Renewal could pay the costs and request reimbursement from the legislature award.
    - **Possible next step:** Notify CPRD about who to send IGA to when ready; Identify contact person for \$320,000 grant.

**Stormwater** – no update

## Parks

- **Tipsu Palach**
  - \$250,000 remaining on LWCG grant through Oregon Parks Department.
  - Scope is to build a water feature and picnic tables and picnic shelters;
  - Steve bid out the original plans and the proposals came in double.
  - Steve asked John at AKS to revise the plans to be less expensive and recommends bidding out the revised plans.
  - Steve says the project is supposed to be completed by October; Not sure of the deadline in the grant and if any consequences result.
  - **Possible next step:** Review grant agreement to determine deadline/limitations.

## Sewer WWTP

- The effluent plant has overflowed two of the last three years. Blowers and Cartridges (Filters) are two main components that are failing and causing overflows.
- The facility may have been undersized when installed in 2012.
- **Possible next step:** Identify the course of action to get the WWTP in good working condition, and the cost associated with each step. If there are multiple options for each step, assess the benefits of each option.
- **Blowers: The Facility has 5 Blowers**
  - 2 blowers recently replaced
  - 2 blowers are failing: 1 blower starting to fail
  - 2 replaced blowers are on shelf
  - August 5, 2025, Council meeting - Sole source exemption requested to enter into maintenance contract with Aerzen for on-site repair of 3 blowers for a cost of apx. \$60,000
- **Filters / Cartridges**
  - City has budgeted to borrow \$2 million to replace filters; Arthur Chatput from Business Oregon has been contacted.
  - City can consider applying for a small grant from DEQ
  - 12 feet high WWTP, stacked with cartridges/filters.
  - Cartridges are failing.
  - One solution per Steve is to add more cartridges. Steve said there is a space that could be used to add cartridges to the facility.
- **DEQ Requirements**
  - Outfall Study; DEQ Requirement by December 15, 2025
    - Kennedy Jenks proposal for Outfall Study on August 19, 2025 Agenda
    - \$22,500
  - Mixing Zone Study
    - Request to Kennedy Jenks to provide a proposal for the Mixing Study

- **Sewer Rate Study**

- Oregon Association of Water Utilities is under contract to do Sewer Rate Survey
- Project Manager: Tim Tice
- OAWU performed a water rate survey for the City last year.
- **Possible next step:** Contact OAWU and find out status; give new City contact person.

## Streets

- **9<sup>th</sup> Street LID Calculations**

- All costs of the 9<sup>th</sup> Street project outside of Urban Renewal
- The final Alder St. asphalt is minimal and could be added
- Once the work is complete, City code provides that the City must determine total costs, the City Council must determine the method of assessment, pass an assessment ordinance with notice to affected property owners, send notice of assessment and record assessment against affected properties.
- Concerns have been raised to make sure the costs of LID and the costs of Urban renewal street work are properly segregated and not imposed on property owners.

- **9<sup>th</sup> and Alder ADA crosswalk project**

- Engineering for the crosswalks on 9<sup>th</sup> and Alder was not done correctly by the prior City Engineer (Greg)
- It was redesigned by AKS.
- Concrete Solutions was hired to put in the islands, but not the asphalt around the islands.
- AKS has designed specs for asphalt and needs to be bid out.
- Steve asked each of the following companies to perform work, and all declined.
  - Reece Johnson Paving (Sherwood) - <https://reecejohnsonpavingexcavation.com/>
  - H&H paving (Salem) – 503-363-6719
  - Legacy Paving (McMinnville) – 503-857-8592
- **Possible next step:** Find a contractor to perform work.

- **Transportation Growth Management Grant**

- The city applied for this grant.
- Chuck is project contact; Destination Dundee wrote grant application
- Focus is to update the TSP in specified areas.

## Administration / Finance

- **Auditor**

- New contract auditor

- **Court**

- Melody is the Court Clerk
- Requested copy of Contract with Judge.
- Steve said Judge is paid \$500 per session.
  
- **Newsletter**
  - Melody is editor
  
- **Website Management**
  - Melody assigned
  - Posting of Council Agenda items
  
- **Planning**
  - Melody is planning secretary
  - City Planner: Doug Rux, under contract.
  
- **Building**
  - IGA with Newberg to provide plan review and inspections
  - Melody is permit tech; sends to Newberg building representative
  
- **Finance / Accounting**
  - Melissa is full time
  - Crystal is part time (as needed)
  - Morgan enters Accounts Payables, training Kenzie
  
- **Code Enforcement**
  - Unique Auto, Alit Tent, Short Term Rental, Garbage/Grass, Sign code violation
  - Discussions around creating Enforcement Template letters
  - Discussions around creating landscape, nuisance seasonal contractor to correct violations, mow, edge, garbage pick up during, late spring, summer and early fall months.
  - **Possible next step:** Develop courtesy letters (in advance of season) and enforcement letters with plug and play nuisance / sidewalk / grass violations to insert; Develop schedule to send out to citizens.

## IT

- **Contract with Ricoh**
  - Two years remaining on a 5-year contract to provide IT services
  - \$2,832 per month / \$33,984.00 annually
  - Most of it is remote
  - Server is failing. They have not proposed a solution that Steve finds acceptable.
  - City has received a proposal to move to cloud is \$60,000.
  - Steve thought buying a new server would be \$20,000 + uploading.

## Police

- IGA with Newberg to provide law enforcement services

## Fire

- Steve believes that after FY 25-26, there will be a budget shortfall and the City will not be able to fund full operation of the Fire Department as currently scheduled.
- 25-26 is last year of three-year grant at \$120,000 per year
- Levy which begins being collected this year adds estimated \$240,000 annually
- District contributed an additional \$50,000 in FY 25/26 for equipment; Steve concerned about their ability to contribute same next year.
- Conflagration revenue for firefighters supporting other jurisdictions can be between \$100,000 - \$250,000
- There have been discussions to form a Fire District to have dedicated funding and remove Fire Operations expenses from budget.
- Budget has a Safety Fee to pay for Fire Services, but it has not been adopted yet.
  - Projected \$50,000 - \$60,000
  - Steve believes FY25-26 does not require public safety fee, but FY 26-27 will
  - City needs to decide whether to adopt this fee to meet budget projections
- Right now, Fire staff working 24 hours on, 48 hour off, for full coverage
- One person on site 8 – 5 every day

## Urban Renewal

### Revenue

- \$3 million line of credit from bank in WA
  - \$1.5 million spent on 9<sup>th</sup> street, \$1.5 balance remains
- \$1.5 million from Infrastructure bank
  - Spent on 9<sup>th</sup> Street
- 9<sup>th</sup> Street
  - \$3 million spent on 9<sup>th</sup> street
    - \$1.5 million from line of credit in WA
    - \$1.5 million from infrastructure bank
- Terrain (Is this Outpost?)
  - \$300,000 of fees (not SDCs)
  - \$700,000 for development of project
- Sofar (Saj)
  - \$749,000 Development on 9<sup>th</sup> Street payable when complete; Once complete City has 5 years to pay off.
  - Development has stalled
  - Discussion about whether agreement runs with property or terminates with project;

- **Possible next step:** Confirm status of agreement.
- Olive Branch – Awarded Urban Renewal Funds in meeting, but agreement not finalized.
  - Business has requested letter confirming urban renewal award
- CPRD – Clay is contact, Executive Director
  - Agreement for Urban Renewal to contribute, but no numbers agreed upon.
- Concern over 8<sup>th</sup> and Alder project
  - Review costs to determine if some Urban Renewal funds were used to pay 9<sup>th</sup> Street LID Costs
  - **Possible next step:** Hire a consultant to review accounting.

### **Tourism**

- City has contracts with:
  - Greenhouse Collaborative
    - Marketing of Dundee and 20<sup>th</sup> Anniversary of Dundee Hill AVA.
    - Project Manager: Molly
  - Destination Dundee
    - Scope: Applying for grants, coordinating volunteers, other
    - \$60,000 Travel Oregon grant awarded for wayfinder signs
    - Started Main Street program
    - Project Manager: Bethany Caruso
    - Volunteer grant writer: Sondra
    - 50+ volunteers
  - Per Steve, there is a third contract: No information given.

### **Staff resources to find additional records/contracts**

- Melody – Planning, Building, Municipal Court, Utility Billing
- Melissa – Ricoh / IT / Admin/Payroll/Accounts Receivable/Accounts Payable, HR
- Kenzie – City Council, DURA, Tourism, Parks Advisory Committee
- Chuck – Public Works
- Brandon – Fire

**\*\* Urban renewal was handled by Steve-Kenzie may know some minimal information\*\***