

**City of Dundee
City Council Meeting Minutes
September 3, 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 Councilors Jeannette Adlong, David Ford and David Hinson.
Absent: City Council President Storr Nelson and City Councilors Bruce Starr and Tim Weaver.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Matthew Kahl; Public Works Superintendent, Chuck Simpson; Fire Chief, Brandon Hamilton and Accounting / Payroll Specialist, Melissa Lemen.

Public Attendance:

Peter Donor, 780 SE Locust Street.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion to approve the Consent Agenda

4.1 City Council Minutes, August 20, 2024

4.2 City Council Goals

4.3 Fire Department June and July Reports

4.4 Financial Report Ending July 31, 2024

A brief discussion ensued pertaining to the July financial report.

ACTION: Motion to Approve the Consent Agenda.

Motion: C. Ford

Second: C. Hinson

Vote: Unanimous in favor

OLD BUSINESS:

ORDINANCE 587-2024, COMCAST FRANCHISE FEE AGREEMENT

C.A. Dahl brought the comcast franchise agreement back for approval.

ACTION: Motion to Approve the Second Reading of Ordinance of the City of Dundee Granting a Franchise to Comcast of Oregon II, Inc. for the Construction, Operation and Maintenance of a Cable System.

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

RESOLUTION NO. 2024-15 ENGINEERING FEES

C.A. Dahl reiterated the engineering fees from the last council meeting. He made note of C. Starr's concerns from the last council meeting about construction cost variations; discussion followed.

ACTION: Motion to Approve Resolution No. 2024-15, a Resolution Establishing Plan Review and Construction Permit Fees Pursuant to the Dundee Improvement Design Standards and Repealing Resolution No. 2015-11.

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

NEW BUSINESS:

TOURISM MARKETING SERVICE PROPOSAL

C.A. Dahl explained that the Tourism Committee was seeking marketing assistance. A detailed report was provided on page 68 of the agenda packet. Discussion followed on the proposal's responsibilities.

ACTION: Motion to Approve the City of Dundee Issuing the Request for Proposals for Marketing Services.

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

WATER TANK STUDY

Public Works Superintendent Chuck Simpson addressed Council's questions about the water tank repair process. He confirmed the tank's durability and functionality despite the leak; discussion ensued.

ACTION: Motion to Accept Peterson Structural Engineers' Fee Proposal in the Amount of \$14,066 for Structural Engineering Design Services Relating to the Repair of the Water Leak at the Water Tank.

Motion: C. Ford

Second: C. Adlong

Vote: Unanimous in favor

WASTEWATER TREATMENT PLANT VALVE ACTUATORS

C. Ford asked about purchasing the three automatic valve actuators within the budget. C.A. Dahl confirmed the funds would come from the sewer fund. A brief discussion followed on the need for replacement and budget considerations.

ACTION: Motion to Approve the Equipment for the Wastewater Treatment Plant Valve Actuators for \$27,828.

Motion: C. Hinson

Second: C. Adlong

Vote: Unanimous in favor

PURCHASE OF FIRE COMMAND TRUCK

Fire Chief Brandon Hamilton approached Council to discuss the request of purchase for a replacement staff vehicle, considering recent grant awards and budget limitations. He corrected his report, noting that the staff vehicle was ten years old, not eleven. A detailed report was provided, starting on page 83 of the agenda packet. Discussion followed on the fire department budget, deployment during fire season and revenue. C. Ford expressed concern about last fiscal year's year-end numbers before committing. F.C. Hamilton noted a small window for purchasing the vehicle. It was then discussed that a decision would be made by the next council meeting.

REVIEW OF LOC PRIORITIES

A copy of the League of Oregon Cities Legislative Priorities was provided to Council. C.A. Dahl requested that Council email their top ten priorities to him by the next meeting, as cities must submit their top five priorities by September 27th.

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Hinson acknowledged P.W. Simpson's helpful response to a Dundee Facebook page regarding water issues.
- C. Adlong noted that the next Parks Committee meeting would be on the 4th and mentioned quick updates regarding tipsu palach Park including an update for the water filling station.

- C. Adlong briefly noted that there was no significant update on Sander Estate Park.
- C. Ford requested an update on the water rights submission. C.A. Dahl explained that an RFP was in progress, potentially using contractors from the recent water study; discussion ensued.
- C. Ford inquired about an update to 9th Street. C.A. Dahl said that he didn't have a specific finish date but noted that the city engineer has been in contact with the utility companies. C. Ford then requested a report from the city engineer.
- C. Ford inquired about the 9th Street and Terrain development. C.A. Dahl explained that an official plan should be submitted to the city and has spoken with the city planner, Doug Rux. He then said that further details would be discussed at the next council meeting during the Urban Renewal meeting.

MAYOR'S REPORT

- M. Russ noted that 792 N Highway 99W was painted orange and questioned whether it met the city's design standards.
- M. Russ inquired about a safety hazard involving a loose wire on 11th Street and 99W that is hanging down and lying on the ground.
- M. Russ inquired about any updates from the police concerning the speed trailer on 9th Street.
- M. Russ mentioned receiving an email from Police Chief Kosmicki about increased patrols around the new elementary school.
- M. Russ noted that there are multiple signs at the ARCO gas station.
- M. Russ asked for an update on the South Side Welcome Sign. C.A. Dahl said that the permit request has been submitted to ODOT.
- M. Russ noted that the Garden Club has donated irises for the students to plant at the new school.

CITY ADMINISTRATOR'S REPORT

- DEQ letter about ensuring the stream temperature from Dundee going into the Willamette River are going to be required in the city TMDL Plan
- PFAS Grant has been moved back from September to February of 2025
- October 10th and 17th – City Council Goal Setting Sessions at 6 pm
- September 14th – Waste Management Event at Billick Park from 8 am to 1 pm
- Conversation with George Fox about the potential purchase of the old school property and the requirements needed for approval, specifically for its use as a form of childcare

PUBLIC COMMENT


None.

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



David Russ, Mayor

Attest:



Steve Dahl, City Administrator/Recorder