

**City of Dundee  
City Council Meeting Minutes  
October 1, 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 and David Hinson. Absent: City Councilor Jeannette Adlong.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Matthew Kahl and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

Peter Donor, 780 SE Locust Street and Tim Tice with Oregon Association of Water Utilities.

**AGENDA CHANGES**

The addition of having an Executive Session.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**Motion to approve the Consent Agenda**

- 4.1 City Council Minutes, September 3, 2024**
- 4.2 City Council Minutes, September 17, 2024**
- 4.3 City Council Goals**
- 4.4 Financial Report Ending August 31, 2024**

**ACTION: Motion to Approve the Consent Agenda with the additional Executive Session.**

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

**OLD BUSINESS:**

**WATER RATE INCREASE**

Tim Tice with Oregon Association of Water Utilities approached Council. An updated handout of the water rate presentation was provided to Council. He detailed each option and its budget impact, a

lengthy discussion ensued. Tice also reviewed slides 25 and 26, which compared current, minimum and future charges. Council discussed water usage across single-family homes, short-term rentals, businesses and the units within each category. C. Ford questioned slide 27, asking why the base rate match showed current, updated, and future percentages, with the future rate of 41-57% dropping from the updated rate of 66%. Tice explained his goal of aligning rates with usage to meet the budget and provided an example to clarify his point. After the presentation, M. Russ expressed support for a modest rate increase and setting next year's increase to move closer to the \$29.27 option presented. Further discussion followed how the difference options would impact residents and businesses.

C. Ford inquired about a sewer rate increase, which C.A. Dahl confirmed would occur following a study; discussion ensued. M. Russ raised a point that residents might perceive multiple rate hikes throughout the year of water, sewer, and storm rates. C.A. Dahl asked Council to decide on a water rate increase, confirming a raise of three to four dollars to break even. Tice recommended the \$916,415 option from slide 26. Discussion continued about upcoming developments. C. Starr requested information on comparable hotel water rates in nearby cities.

#### **AWARD TOURISM PROJECT MANAGER**

C.A. Dahl informed Council that a subcommittee of the Tourism Committee interviewed two candidates for the Tourism Project Manager. He explained that after the interviews, the committee recommended Bethany Caruso's group, Elle & Lu Flower & Events LLC, to Council.

**ACTION: Motion to Approve the Award of a Contract for Tourism Project Manager to Elle & Lu Flowers & Events LLC.**

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

#### **WATER RIGHTS RFP**

C.A. Dahl recommended releasing the RFP and extending water rights for future planning. A detailed report was provided on page 132 of the agenda packet. C. Ford expressed concern about the October 1, 2025, completion date, suggesting an earlier date for flexibility. City Atty. Kahl clarified that the date was a final deadline, but tasks could be completed earlier; discussion ensued.

**ACTION: Motion to Authorize the City Administrator to Release the Water Rights RFP with a Requirement that the Work Under the RFP be Completed by June 30, 2025, and the RFP Should Include Any Additional Information on Contractor Qualifications Recommended by our Legal Counsel.**

Motion: C. Ford  
Second: C. Nelson

Vote: Unanimous in favor

## **RESOLUTION NO 2024-13, BUILDING TECHNOLOGY FEE**

C.A. Dahl mentioned that C. Starr requested more information on implanting a technology fee instead of increasing the building fee, as discussed at a previous Council meeting. A detailed report was provided on page 138 of the agenda packet. Discussion focused on comparing fees in nearby cities and finding ways to generate revenue without discouraging development. C.A. Dahl noted that the process would involve passing the proposal tonight, sending it to the building division, and bringing it back for a meeting in November, with an effective date of December. C. Starr supported the fee but requested a sunset provision for future Council members; discussion followed regarding the timeline for the sunset.

**ACTION: Motion to Approve the City Administrator to Advance This to the Building Codes Based on the Information He Provided With a 5% Technology Fee and With a Sunset at the End of the Next Fiscal Year.**

Motion: C. Starr

Second: C. Ford

Vote: Unanimous in favor

## **NEW BUSINESS:**

### **SOLAR PANEL CHARGES**

C.A. Dahl explained that during an update to the building fees, it was discovered that the city's previous charging method to solar panels were no longer met with state requirements. He explained that as a result, the fee would be changed to a flat rate to align with state standards. A detailed report was provided on page 146 of the agenda packet. Discussion followed regarding the fee.

**ACTION: Move to Relieve the Change of the Solar Permit Fee for the Building Planning Process.**

Motion: C. Ford

Second: C. Nelson

Vote: Unanimous in favor

### **TMDL AND RIPARIAN UPDATE**

C.E. Reid provided an update on the TMDL, sharing that there were no issues with the report. He confirmed the adoption of the riparian ordinance, which closed enforcement last year's actions. But noted that new revisions to the TMDL requirements would necessitate rewriting the city's TMDL standards within 18 months, taking into effect in 2025. C.E. Reid stated that he was currently reviewing the paperwork to identify the changes and would report back; discussion followed.

## COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Ford voiced concern pertaining to the August financial report; brief discussion ensued.
- C. Hinson made a note to C.E. Reid about a loose wire hanging on 8<sup>th</sup> Street towards Maple Street.

## MAYOR'S REPORT

None.

## CITY ADMINISTRATOR'S REPORT

- The TGM grant was not approved for Streets Masterplan
- Email from Police Chief Kosnicki that police would be patrolling around the new school less frequently as they were not having any neighborhood traffic complaints and would be patrolling various amounts a month
- October 10<sup>th</sup> & 17<sup>th</sup> – City Council Goal Setting Sessions at 6pm; dinner included and has invited the running council candidates to attend
- C.A. Dahl explained that a fire truck broke down in Eastern Oregon on a fire call due to a faulty wire; the car manufacturer would be paying for all damages, and nothing would be out of pocket for the city
- C.A. Dahl asked if Council would like to take the last Council meeting off. C. Nelson mentioned that in previous years, the city held a Christmas cookie contest and a city employee recognition. He suggested potentially having a similar meeting.

## PUBLIC COMMENT

None.

## EXECUTIVE SESSION

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

The City Council did not reconvene, and the Executive Session was adjourned at 9:21 P.M.

The meeting was adjourned at 9:21 P.M.

  
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David Russ, Mayor

Attest:

  
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Steve Dahl, City Administrator/Recorder