

**City of Dundee**  
**City Council Meeting Minutes**  
**October 3, 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 David Hinson, Bruce Starr, David Ford, Jeannette Adlong, and Tim Weaver (7:08 P.M.). Absent: Councilor Storr Nelson.

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

Public Attendance:

Alex Chiper, 520 SW Fifth Street; Jonas Bierly, D.A. Davidson; Steve Morris; “Bubba”; Matt Smith, Chehalem Park & Recreation District; and one additional unidentified guest. Attendance via Zoom: Logan Leichtman.

**AGENDA CHANGES**

New Business Item 6.4 Well #3 Emergency Repair was added to the meeting agenda.

Old Business Item 5.1 Approval of LWCF Grant, Updated/amended Attachment A – Standard Terms and Conditions, was provided to Council.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**ACTION:** To approve the Consent Agenda

4.1 City Council Minutes, September 19, 2023

4.2 Council Goals Update

Motion: C. Ford

Second: C. Starr

Vote: Unanimous In-Favor

**OLD BUSINESS:**

## APPROVAL OF LWCF GRANT

**ACTION:** A motion authorizing the City Administrator to sign the Land and Water Conservation Grant Fund Program Agreement, including the modifications to correct items in Attachment A.

The amended “Attachment A – Standard Terms and Conditions” was provided to Council. C.A. Dahl reviewed the changes briefly with Council. C.A. Kahl described briefly the minor changes/updates which were provided in the amended version. C.A. Dahl addressed brief Council questions.

C. Adlong discussed that though this will be an item of discussion at tomorrow night’s Parks Advisory Committee meeting, she had concerns about the present location of the restroom at tipsu palach park taking up so much space in the grass area of the park. She requested that C.A. Dahl check with C.E. Reid as to whether there might not be a work around for placing the restroom in the originally requested area back near the houses on the west side.

Motion: C. Ford  
Second: C. Starr  
Vote: Unanimous In Favor

## **NEW BUSINESS:**

### PLANNING COMMISSION APPOINTMENT

**ACTION:** To appoint Stephen Morris to the Planning Commission with a term ending December 31, 2025.

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

### TOURISM COMMITTEE APPOINTMENT

It was noted that Bethany Caruso has been doing the planning and organizing for the successful Third Thursday events in Dundee.

**ACTION:** To appoint Bethany Caruso to the Tourism Committee.

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

### APPROVAL OF SELF-CONTAINED BREATHING APPARATUS PURCHASE

C.A. Dahl briefly discussed the details of the request as outlined in Fire Chief Hamilton's memorandum on page 70 of the meeting agenda packet. The City was awarded a grant in the amount of \$234,400.00 which requires a city match of \$11,161.91.

**ACTION:** Motion to purchase Scott SCBA air packs, RIT packs, bottles, and masks through Sea Western in an amount not to exceed \$234,400.00, of which up to \$223,238.09 will be reimbursed through the Federal Fire Act grant.

Motion: C. Weaver

Second: C. Starr

Vote: Unanimous in favor.

### WELL #3 EMERGENCY REPAIR

An addendum memo and invoice from Stettler Supply Company were provided to Council for their review. It was noted that Well #3 is located at the Upland reservoir. Public Works Superintendent Simpson affirmed that the work has already been completed.

**ACTION:** To accept the invoice in the amount of \$12,750.65 for the repairs to Well #3.

Motion: C. Starr

Second: C. Ford

Vote: Unanimous in favor.

### **COUNCIL CONCERNS AND COMMITTEE REPORTS**

C. Ford requested an update on the Ninth Street Project. C.A. Dahl provided a brief project update and indicated that the City is still working on the easements; a third party company has been asked to assist with that process. Presently the pipes for water are being placed; the next step will be the placement of the stormwater basins. It was noted that the project is behind schedule; C.E. Reid will provide a more detailed update at the next City Council meeting.

C. Hinson requested that C.A. Dahl update the short-term rental statistical information that he originally provided last December, which he indicated that he will do.

C. Ford discussed that he and C. Hinson will be meeting with C.A. Dahl and Staff to discuss the budget layout and format this Thursday at 9:00 A.M. He indicated that he will provide a follow up update.

### **MAYOR'S REPORT**

M. Russ discussed that he was approached by a resident regarding the cut across Third Street, near the new development area. C.A. Dahl discussed that this issue is due to the development; the contractor has been asked to fill it in with asphalt. The contractor has indicated that the issue will be addressed by October 15, 2023. C.A. Dahl affirmed that the contractor is also still working to address the curbs and sidewalks.

M. Russ requested that a discussion regarding City Council goals be added to the next meeting agenda.

### **CITY ADMINISTRATOR'S REPORT**

- C.A. Dahl discussed that the City Hall building painting is complete; the Fifth Street side of the building had a lot more dry rot than anticipated and the wall was replaced. Due to the unanticipated expense of the wall, the front door replacement will not occur until next year. The side of the front door which was having issues was immobilized; the other side of the door is available for use and a door bell is outside for those needing any assistance.
- C.A. Dahl discussed that a water pipe burst at the fire station on Saturday night in the turnout room. The leak was quickly detected and addressed thanks to the quick actions of those on site. The water pipe has been repaired and restorative services have been getting things dried out. CIS has been contacted and will be completing their assessment on site and discussing next steps on Thursday. Brief conversation ensued and concern was expressed that this type of event would occur given the age of the building. C.A. Dahl indicated that he will plan to provide the CIS representative information regarding the history of work completed on the building.
- C.A. Dahl asked Council to consider whether they would like to hold the schedule City Council meeting on Tuesday, November 21, two days before Thanksgiving. He noted that traditionally the second December meeting is also cancelled but asked Council to consider whether they would like to do so and he will inquire at the next meeting.

### **PUBLIC COMMENT**

None.

The meeting was adjourned at 7:29 P.M.



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David Russ, Mayor

Attest:



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Steve Dahl, City Administrator/Recorder