

**CITY COUNCIL MEETING  
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October 4, 2022**

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**City of Dundee  
City Council Meeting Minutes  
October 4, 2022**

**Call to Order**

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

**Council and Staff Attendance**

Mayor David Russ; Councilors Ted Crawford, David Ford, Tim Weaver, Storr Nelson, and Jeannette Adlong. Absent: Councilor Bruce Starr.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Melissa Lemen, Administrative Assistant; Cindy Brenden, Administrative Assistant. Staff Attendance Via Zoom: Chuck Simpson, Public Works Superintendent (7:06 P.M.).

**Public Attendance**

Rob Daykin, 720 Scotsman Ct, Dundee Or, 97115.

**Agenda Changes**

C.A. Dahl removed the IT proposal from the agenda due to procedural changes. C. Crawford suggested C.A. Dahl review the IT proposals in greater detail and brief discussion ensued.

**Public Comment**

None.

**Consent Agenda**

C. Ford requested that Item 4.2 Approval of Contract for Office Position be removed from the consent agenda as he would like to have further discussion about the matter; it was moved to Old Business item 5.1. **A motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, September 20, 2022. **The motion** passed unanimously.

**Old Business**

**Approval of Contract for Office Position**

C. Ford inquired about additional details and background information about the office position. C.A. Dahl reviewed the office positions and plan moving forward. He reviewed that Lemen would have a 4-month trial period in the position and if the fit was successful then a full-time employee would be hired for her old position. C. Ford suggested that additional employee training would be helpful, and C.A. Dahl voiced support of this as well. C. Ford inquired about how the budget would be impacted and C.A. Dahl informed him the budget would be slightly over for the year; brief discussion ensued. M. Russ put forth **A motion** on the Office position. He moved to approve hiring on contract basis, it was seconded. **The motion** passed unanimously.

**New Business**

**Water Meter Reading Software & Meter Replacement**

Rob Daykin (former city administrator for the City of Dundee), 720 Scotsman Court, approached Council and expressed support for Lemen working in her new role at the city; he noted that she is very capable of being successful in this position.

Daykin referenced the materials provided in the meeting agenda packet by Public Works Superintendent Simpson. He expressed total support for the presentation on the standard meter and software; he provided several reasons for approval and explanation of topics on the meters and water usage, spikes of unaccounted water usage, water revenue, dual software etc.

C. Crawford asked if there were two different meters being used at this point. C.A. Dahl affirmed that there are two kinds now but indicated that moving forward the Kamstrup meters would be utilized; discussion ensued. Superintendent Simpson provided discussion of the logistics, age of meters and explained why they are not re-building the old Sensus meters that the city is currently using due to age and legalities. Discussion ensued.

CA Dahl discussed that the technology in the Kamstrup meters is new and more advanced; leaks could be detected as well as additional information transmitted. C.A. Dahl discussed that he would like to put a plan in place to replace all of the meters over time; at this time the interest rates are too high to consider a project of that magnitude. He noted that an amount is put aside out of the budget each year for meter replacement. Additional discussion ensued and Superintendent Simpson addressed Council questions about the accuracy of meters, aging meters and replacement of failing meters. **A motion** was made and seconded to approve the purchase of the meter reading software and meter replacement at a cost of \$7,821.00. **The motion** passed unanimously.

### **Urban Renewal Grants**

C A Dahl asked about the Façade Redevelopment Program and urban renewal. Several examples of the program were provided to the Council. Discussion ensued regarding urban renewal funds and how they have historically been used. Daykin reviewed the history of the façade program and discussed that the City had received a grant and was trying to work with several property owners, but the response was limited; the bulk of the money was spent for the Dundee Women's Club parking lot. Discussion ensued. C.A. Dahl suggested increments of \$15,000-30,000 could be added annually from the city's budget with the thought process of aiding local businesses within the city. M. Russ expressed concern that urban renewal is pushing the boundaries of its budget at this time; he also suggested that the Urban Renewal Agency should review their goals as they don't seem clear at this time. M. Russ suggested completing Ninth Street Project and then seeing where things go from there. C. Ford reviewed that there are two large tasks presently on the horizon with Ninth Street and the roundabout, and the fire district with the possible combining of the rural and city fire districts. Discussion ensued.

C.A. Dahl explained that there has been recent interest shown in the urban renewal facade program though it is up to Council as to the direction it should go moving forward or whether they want to move forward utilizing available funds for infrastructure projects. M. Russ felt that the facade program needed to be removed from the city web site because the funding from the original program has been exhausted and there is no replacement program.

There was brief additional discussion concerning the roundabout.

### **Council Concerns and Committee Reports**

C. Adlong inquired about the Viewmont Street extension and explained that pedestrians walking the Viewmont Greenway used to be able to walk down to Ione and to Four Grace's Winery; the public right-of-way is overgrown with blackberries and weeds. Discussion ensued and C.A. Dahl indicated that he would look into this concern.

Daykin was asked to weigh in on the right of way issue, only a portion of the gravel road in a right of way most of it is on Four Grace's property. The portion of the road was never really

maintained by the city as most chose to walk the gravel road beside the right of way. The city has a 50 foot right away. Adlong indicated that we need to start mowing it. C.A. Dahl indicated that he would speak with Chuck about making it more accessible. Simpson indicated that the neighbor's decided to store some of their things in the right of way and we have not approached them yet about moving their things out of the right of way. Further discussion ensued. Adlong indicated it was an important walking loop and M. Russ seconded it. Adlong inquired if we had any final word on the grant and C.A Dahl indicated we had not and would investigate the grant issue further. Ford inquired about follow up from the last meeting, on getting a loan and if it should be a joint application with Urban Renewal. C.A. Dahl stated that Urban Renewal would be applying for the loan and the City of Dundee would be the second for the loan lowering the interest rates. C.A Dahl further indicated that he would contact them the following day for details on what was required of the city.

### **Mayor's Report**

M. Russ informed the council that had a few people contact him about lines on the streets. Nelson said in the past we had an IGA with Marion County but that they no longer do that., we could work with contractor's and get quote for the lining of the streets. Ford asked if this was budgeted. Nelson indicated that it could fall under street maintenance in the budget.

### **City Administrator's Report**

C.A. Dahl indicated that the audit had been rescheduled to November 9-10, 2022.

C.A. Dahl explained that he and Fire Chief Hamilton have been working on some issues at the Fire Dept. They are working on implementing monthly leadership and management meetings; leadership & management meetings will be held once a month for volunteers and firefighters over the next year. Chief Hamilton will also reach out to TVF&R and additional smaller sized fire departments to see if they can schedule larger group training which would bring down the cost of a guest speaker.

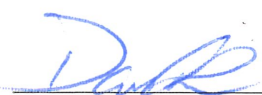
C.A. Dahl indicated that C.E. Reid stated that 90-100 hours would be required to complete work on the Storm Line Master Plan; however, there is a software program available which contains much of the information on it at a cost of approximately \$3,100.00. After viewing the demonstration, C.A. Dahl felt that purchasing it would save some time and engineering hours; it should pay for itself in the long run by cutting time to 40-50 hours.

C.A Dahl explained that C.E. Reid's top priority at this time is to get the Ninth Street project up and running. Council inquired about whether the DEQ issue is getting resolved and requested an update when possible. Council also expressed interest in receiving an update from Chief Hamilton regarding the status of the fire department and the rural fire district potentially combining. C.A. Dahl indicated he would ask Chief Hamilton to provide an update on the process at the next City Council meeting. Discussion ensued.

### **Public Comment**

Daykin provided additional public comment regarding the potential roundabout idea. He stated that he totally supported M. Russ's position on delaying any kind of action on the roundabout for many reasons. Daykin suggested that Council consider hiring an outside engineer to complete a traffic analysis if they are interested in moving forward on a roundabout. It was noted that an analysis would provide information on how well a roundabout would handle the volume of traffic and address potential safety issues; for now, a 4-way stop may suffice with a future goal of a roundabout.

The meeting was adjourned at 8:18 P.M.

  
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David Russ, Mayor

Attest:  
  
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Steve Dahl, City Administrator/Recorder