

CITY OF DUNDEE CITY COUNCIL MEETING

801 N. Highway 99W, Dundee, OR 97115

City Hall Phone: (503) 538-3922 Website: 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.

MAY 6, 2025, 7:00 PM

1. Open Regular City Council Meeting
2. Presentation Waste Management Pages
3. Amendments to the Agenda, if any
4. 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.
5. 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.
 - 5.1 City Council Minutes, April 1, 2025 Pages 3-7
 - 5.2 City Council Minutes, April 15, 2025 Pages 8-11

Action Requested: Motion to Accept the Consent Agenda
6. OLD Business:
 - 6.1 Auditing Services RFP Pages 12-18
Action Requested
 - 6.2 Engineering Services Pages 19-24
Action Requested
 - 6.3 Resolution No. 2025-03, Repeal of PGE Resolution No. 2014-15 Pages 25-29
Action Requested
7. New Business
 - 7.1 Alder Street and 9th Street Crosswalk Islands Pages 30-31
Action Requested
8. Council Concerns & Committee Reports
9. Mayor's Report
10. City Administrator Report
11. 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.

12. Adjourn

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. 591-2025
 - 5.2 Resolution No. 2025-04

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.

City of Dundee
City Council Meeting Minutes
April 1, 2025

CALL TO ORDER

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

COUNCIL AND STAFF ATTENDANCE

Attendance Mayor David Ford; City Council President Storr Nelson; City Councilors Bryan Weil, David Hinson, Alex Chiper and Michael Caruso. Absent: City Councilor Tim Weaver.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Ashley Wigod; City Planner, Doug Rux and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Via Zoom: Fire Chief, Brandon Hamilton.

Public Attendance:

Pete Donor, 780 SE Locust Street; Rob Daykin, 720 SW Scotsman Court; Ursa Shaw, 27170 SW Glendora Lane, Newberg; Mary Gregoire and Lisa Bakke, The Olive Branch; Mike Dorostkar, 309 N Hwy 99W; Tyson Leggate and Jared Diganci, Terrain Development.

Via Zoom: Bethany Caruso, 179 SW 9th Street and two unidentified zoom attendees.

AGENDA CHANGES

None.

PUBLIC COMMENT

Ursa Shaw approached Council with concerns about religious-themed signs displayed at the Dundee Post Office in relation to Memorial Day. She stated that while she and her husband, both Newberg residents, were there for a passport appointment, they noticed multiple signs referencing Memorial Day with religious imagery lacking any official USPS branding. Shaw noted the signs had also been posted months in advance and were not present in neighboring cities such as McMinnville, Lafayette, Newberg, Sherwood, or St. Paul. After researching, Shaw returned to the post office and was informed the signs were authorized by the postmaster and meant to represent graves of WWII veterans. While acknowledging this intent, she expressed that the signs could be interpreted differently and felt they were divisive. She referenced a 2010 news article stating USPS policy prohibits religious displays and questioned whether such signage reflects the image the city wants to project.

Council acknowledged her concern and clarified that while the city has no authority over the post office, they would follow up with the postmaster.

CONSENT AGENDA

Motion to approve the Consent Agenda

5.1 City Council Minutes, March 18, 2025

5.2 Police Report Ending February 2025

5.3 Breakside Brewery OLCC Application

ACTION: Motion to Approve the Consent Agenda.

Motion: C. Nelson

Second: C. Chipper

Vote: C. Weil, C. Caruso, C. Hinson, M. Ford

OLD BUSINESS:

RESOLUTION NO. 2025-03, WATER RATE INCREASE

C.A. Dahl reiterated that Council had previously approved a \$6 increase to the water rate and the addition of a new tier for usage exceeding 550 cubic feet. A detailed report was provided starting on page 31 of the agenda packet. C. Hinson inquired whether the technology fee would apply only to residents or to all customers; C.A. Dahl clarified it would apply to anyone with a water bill. M. Ford asked about inflation considerations, which C.A. Dahl noted it was addressed on page 34. A brief discussion ensued.

ACTION: Motion to Approve Resolution No. 2025-03, A Resolution Setting Water Consumption Rates and Associated Charges and Repealing Resolution No. 2020-04.

Motion: C. Nelson

Second: C. Caruso

Vote: C. Weil, C. Caruso, C. Hinson, M. Ford

TERRAIN AND 9TH STREET MODIFICATION

City Planner Doug Rux approached Council to begin discussion on Terrain and 9th Street modifications. He noted that Tyson Leggate and Jared Diganci were present to provide further insight. He stated that following the January 2025 council meeting, three options were identified for evaluation: lowering the water quality vault, modifying median island lengths, or relocating water quality treatment. A detailed report was provided starting on page 35 of the agenda packet.

Leggate and Diganci then approached Council and presented the three street modification options for council consideration. M. Ford asked which option the developers preferred; Diganci indicated option 3- filling in the islands, as shown on page 44 of the agenda packet. C. Nelson inquired whether the fire department had a preference. F.C. Hamilton responded that any option would be acceptable as long as the turning radiuses were met. After further discussion, Council reached consensus on option 2 – lowering the water quality vault.

PFAS STUDY AGREEMENT

C.A. Dahl explained that a PFAS study, aimed at addressing “forever chemicals” in the city’s water supply, had been previously approved. He noted that Council now needed to approve the contract with Kennedy/Jenks to proceed. A brief discussion ensued regarding contract dates and costs.

ACTION: Motion to Approve the Personal Services Contract Between the City of Dundee and Kennedy/Jenks for No More Than \$30,000, for a Feasibility Study on the Best Ways to Remove PFAS for the City’s Water Supply.

Motion: C. Nelson

Second: C. Chipper

Vote: C. Weil, C. Caruso, C. Hinson, M. Ford

NEW BUSINESS:

FUELED BY FINE WINE

C.A. Dahl informed Council that the Fueled by Fine Wine 5k and Half Marathon organizers plan to return this summer. A detailed report was provided starting on page 75 of the agenda packet.

ACTION: Motion to Approve the Temporary Closure of 5th Street and Grant the Noise Variance for the Fueled by Fine Wine 5K and Half Marathon as Requested.

Motion: C. Nelson

Second: C. Chipper

Vote: C. Weil, C. Caruso, C. Hinson, M. Ford

C. Hinson asked whether parking would be at Sander Estate Park. C.A. Dahl confirmed this.

FISCAL YEAR 2025-2026 BUDGET

C.A. Dahl explained that during the March 20th City Council Work Session, Council discussed options to address a \$325,000 shortfall in the general fund. He reviewed the proposed strategies: a 5% budget reduction, implementing a safety levy and adopting a public safety fee, increasing the rural fire district rate, retaining franchise fees in the general fund, and discontinuing nonprofit grant awards. A detailed report was provided starting on page 80 of the agenda packet. A brief discussion followed regarding the upcoming budget meetings and these options. C. Hinson asked if additional information could support the budget process, to which C.A. Dahl responded that implementing changes in the upcoming fiscal year would be more feasible.

Rob Daykin addressed the Council, offering additional detail on the options outlined in the agenda packet, including the potential update of franchise agreements.

APPOINTMENT TO BUDGET COMMITTEE

C.A. Dahl noted that there is one remaining vacancy on the Budget Committee and one application submitted by Shannon Stueckle to fill the position.

ACTION: Motion to Approve Shannon Stueckle for a Two-Year Term on the Budget Committee.

Motion: C. Nelson

Second: C. Hinson

Vote: C. Caruso, C. Weil, C. Chiper, M. Ford

SEWER RATE STUDY

C.A. Dahl explained that a sewer rate study is set to begin, and Council approval is needed to initiate the process. A brief discussion ensued related to the budget financials.

Rob Daykin approached Council to discuss the sewer rate study. He provided past information, and a brief discussion transpired.

ACTION: Motion to Approve Accept the Oregon Association of Water Utilities Sewer Rate Study Proposal for \$12,000.

Motion: C. Nelson

Second: C. Chiper

Vote: C. Weil, C. Caruso, C. Hinson, M. Ford

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Chiper pointed out the tourism's new billboard, the first of several planned. He also pointed out concern regarding the potential addition of more streetlights and what the plan would entail.
- C. Hinson inquired about the start date for Third Thursday. C.A. Dahl responded that it is expected to begin around May.
- C. Caruso said he was in conversation with a local landscaping business regarding maintenance at tipsu palach Park and other areas around town to help Public Works have a community day. He also inquired about obtaining committee lists.
- C. Nelson asked for an update on the car lot issue. It was noted that a letter had been sent to the owner, who was present, to address the matter.

MAYOR'S REPORT

M. Ford briefly asked about the timeline for the paving on 9th Street. A short discussion followed regarding optimal weather conditions for completing the work.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl had lunch with the city manager of Newberg and discussed water not able to sell water to the city of Dundee
- Meeting with the sheriff's county office to discuss a potential law enforcement contract and building services, as Newberg's current system is not fully compatible with the city's.
- April 2nd- Parks meeting
- April 3rd first budget meeting, followed by a meeting on April 10th and 17th.
- Turtles have returned to Public Works – feel free to stop by and say hello!

PUBLIC COMMENTS

Mike Dorostkar the owner of the car lot approached Council to discuss the car lot and the letter he received from the city stating the violations. He explained the zoning of the property and past conversations pertaining to the lot and the work he has done to keep within code. A discussion ensued on how to get back on track and will ensure clarification moving forward. M. Ford clarified that the property was zoned commercial, City Atty. Wigod provided clarification regarding a property's zoning status, explaining that while it is commercially zoned, it is being used as a home occupation, which constitutes a zoning violation due to non-compliance with commercial use requirements. M. Ford suggested to set up a meeting with C.A. Dahl and attorneys to determine the correct usage of the property; discussion continued pertaining to the expansion of the cars and make sure that regulations and requirements are compliant.

Rob Daykin approached Council to address the sewer rate issue and provided past information on a past study in 2009 and the residential, commercial and industrial usage. After a lengthy explanation, Daykin suggested keeping in mind the local businesses' usage and the loading factor in the rating analysis.

The meeting was adjourned at 8:25 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

**City of Dundee
City Council Meeting Minutes
April 15, 2025**

CALL TO ORDER

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

COUNCIL AND STAFF ATTENDANCE

Attendance Mayor David Ford; City Council President Storr Nelson; City Councilors Bryan Weil, David Hinson, Alex Chiper and Michael Caruso. Absent: City Councilor Tim Weaver.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Ashley Wigod; Police Chief, Jeff Kosmicki and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

Pete Donor, 780 SE Locust Street; Clay Downing, Chehalem Park & Recreation District; Sondra Storm, Tourism Committee; John Olivier, SKB; Robert Smith, 680 SW 5th Street; Matt and Angela. Via Zoom: Mark Keller, 1699 Wilson Ct, Monmouth; Dina Alexander, 111 SW Columbia St. Ste. 700, Portland; and two unidentified zoom attendees.

AGENDA CHANGES

None.

PRESENTATION

Police Chief Jeff Kosmicki presented an overview of police activity in the Newberg-Dundee area, using a detailed slideshow covering crime statistics, department teams and roles, social media outreach, chaplain services, and school patrols. He emphasized efforts to visit multiple schools daily, noting positive student reactions, especially to the new School Resource Officer. Kosmicki also highlighted the DARE Program, which addresses drug education, decision-making, peer pressure, bullying, and helping others. He also provided details about the annual National Night Out, scheduled for the first Tuesday in August at Memorial Park, featuring activities such as 911 information table, face painting, a dunk tank, K9 demonstrations, drones, car smashing, and food vendors.

Chief Kosmicki then discussed the Citizens Academy, an 8-week program in September offering hands-on activities and scenario-based training to help participants understand police operations. He said it was limited to about 20 people, the program prioritizes Newberg and Dundee residents and encouraged local participation. He also shared data on body-worn cameras and the use of drones and robots, providing real-life examples. A video intended for the presentation couldn't be played due to technical issues, so Kosmicki showed the videos to the Council from a far and verbally summarized the remaining slides, which covered K9 units, armored vehicles, and thermal imaging.

Following the presentation. M. Ford raised concerns about speeding on 9th Street. Kosmicki said he would increase patrol in that area and made note that solar flashing speed signs have helped reduce speeding. Discussion briefly continued, touching on local homelessness and sheltering efforts.

Sondra Storm expressed appreciation and respect for the police department's work. Chief Kosmicki added that customer service is a key focus in officer training.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion to approve the Consent Agenda

5.1 Police Report Ending March 2025

5.2 Dundee Fire Department Reports, January-March 2025

5.3 Summary Financials

5.4 City Council Goals

ACTION: Motion to Approve the Consent Agenda.

Motion: C. Chiper

Second: C. Caruso

Vote: C. Weil, C. Nelson, C. Hinson, M. Ford

M. Ford said that he would like to schedule a work session in June to discuss the city council's goals.

OLD BUSINESS:

DUNDEE HOTEL TRANSIENT LODGING TAX ABATEMENT AGREEMENT

C.A. Dahl gave an overview of the new Dundee Hotel project, noting that unlike previous support provided to Terrain, no direct funding was available. However, he noted that a potential refund or lodging tax incentive could be considered. He emphasized that this was an initial discussion to gauge what support the Council might be willing to offer. A detailed report was provided starting on page 19 of the agenda packet.

Sondra Storm and John Olivier presented a slideshow to Council outlining the progress and vision for the new hotel project, now names Reveries. They shared background research from neighboring cities and an updated site plan featuring 90 rooms, 5 casitas (guest housing), a courtyard, rooftop bar, boardroom, lobby/lounge, outdoor seating, green space with walking trails, and retail/commercial areas. Storm emphasized the goal of creating a welcoming space for the entire community and highlighted alignment with city goals, including walkability, greenspace connection, expanded tourism, diverse amenities, and support for the Destination Dundee plan.

The presentation included renderings of the proposed building and confirmed interest from future tenants such as an upscale brewery/restaurant and a bakery/coffee shop. Olivier discussed the hotel's aim to offer approachable luxury while encouraging guests to engage with the community. He also shared financial projections, including expected tax revenue, economic impact, and increased real estate tax contributions.

Olivier outlined the need for a Transient Room Tax abatement, citing its importance for attracting investment and ensuring the hotel's operational stability amid risks like tariffs and other economic uncertainties. He proposed a 15-year abatement beginning upon the hotel's opening, structured as follows: 75% abatement in year 1-3, 50% in years 4-12, and 25% in years 13-15, with full tax payments thereafter. He projected the hotel would still contribute over approximately \$12 million to the city during the abatement period. A brief discussion followed the presentation.

NEW BUSINESS:

OUTSIDE CITY WATER REQUEST

C.A. Dahl informed Council that residents on SW 11th Street are requesting access to city water, as neighboring properties – though also outside of city limits – already receive it. A detailed report was provided starting on page 43 of the agenda packet. A brief discussion followed.

ACTION: Motion to Approve the Outside Water Request from 1105 SW 11th Street.

Motion: C. Weil

Second: C. Chiper

Vote: C. Nelson, C. Caruso, C. Hinson, M. Ford

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Nelson inquired about an update with the car lot – C.A. Dahl said he was hoping to get things squared away this week after speaking with the lawyers. C. Nelson also mentioned that there was still a need to meet with the rural fire district but was hoping for C. Weaver to be available.
- C. Hinson inquired about raising taxes and getting a meeting scheduled to discuss – C.A. Dahl noted one in the end of April and one in May.
- C. Chiper egg hunt

MAYOR'S REPORT

None.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl said that the committee list was included in the council mail folders, highlighting that there are only two vacancies on the Parks Committee, with full seats in all other committees.
- Per Melody, thank you cards will be sent out to all the city volunteers.
- A note from the county sheriff's office was included in council mail
- Waste Management is expected to present a rate increase soon.
- An RFP for the water feature came in at twice the anticipated cost and a second proposal is in the works and will be reviewed at the next Parks Committee meeting.

M. Ford quickly noted the fire department's pancake breakfast on Saturday the 27th.

PUBLIC COMMENTS

None.

The meeting was adjourned at 9:23 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: May 6, 2025
Reason: Request for proposals Audit

Background:

Under Oregon Law, each public entity is required to be audited or report its financial position to the state. In 2021, the City of Dundee signed an agreement with Grove, Mueller & Swank P.C. to conduct the city's audit for three years. During the second year of the agreement, Grove, Mueller & Swank was bought out by REDW, a nationwide firm of financial consultants and auditors. This led to a new contract last year that was not advantageous to the City of Dundee.

The city agreed to the contract for one year because the Council believed an audit was required for the 2023-2024 fiscal year to comply with state regulations. REDW completed the audit in early March and will present their report to the Council at the next meeting on May 20, 2025.

Staff recommends that the City issue a Request for Proposal (RFP) for audit services covering the next three fiscal years. Attached is the proposed FRP to be sent out to prospective audit firms and posted on the City of Dundee website, as well as the League of Oregon Cities and the Mid-Willamette Valley Council of Governments websites.

Motion: I move to approve the Request for Proposal for audit services.

City of Dundee

Request for Proposal

Audit Services for the city and urban renewal agency.

PURPOSE OF RFP: The City of Dundee Oregon, a Municipal Corporation, located in Yamhill County, solicits proposals from qualified Certified Public Accountants for annual audit services as required by ORS 297.425.

SCHEDULE OF EVENTS:

PROPOSAL SUBMISSION DEADLINE: Proposal must be received by 4:00 pm Friday, June 6, 2025.

TIMELINE:

RFP advertised:	May 7, 2025
Proposals Due to the city:	June 6, 2025, by 4:00 p.m.
Review of Proposals:	Week of June 9, 2025
Interviews (if necessary)	Week of June 19, 2025
Council Approval	July 1, 2025
Contract Approval	July 15, 2025

Audit will start as agreed upon in the contract between the chosen contractor and the city.

SCOPE OF SERVICES: The firm selected will provide annual audit services as required by ORS 297.425, OAR 16210-000 through 330, and other applicable statutes, and as specified in this RFP and contract.

MINIMUM QUALIFICATIONS OF OFFERORS: Respondents to the request shall provide at a minimum those items disclosed in Section II of this document.

CONTACT FOR COPY OF RFP:

Steve Dahl
City Administrator
City of Dundee
P.O. Box 220
630 SW 5th Street
Dundee, Oregon 97115
503-538-3922
steve.dahl@dundeecity.org

SUBMISSION OF PROPOSAL: One copy of your proposal, in a sealed envelope, must be delivered before 4:00 p.m. on June 6, 2025. Please include on the envelope: “PROPOSAL FOR AUDIT SERVICES FOR THE CITY OF DUNDEE, OREGON” or a copy can be sent to

steve.dahl@dundeecity.org and in the subject line state PROPOSAL FOR AUDIT SERVICES FOR THE CITY OF DUNDEE, OREGON”.

REQUEST FOR PROPOSALS

The City of Dundee, Oregon invites proposals from qualified independent Certified Public Accounting firms for annual audit services as required by ORS 297.425, OAR 16210-000 through 330, and other applicable statutes.

The appointment will be for a minimum of three years beginning with the fiscal year ending June 30, 2025. The appointment of the independent auditor will be determined by the respondents' experience, services provided and the cost for such services.

The City's objective is to select the firm best qualified to:

1. Examine, audit, and express an opinion on the City's financial statements.
2. Provide management letter.
3. Provide technical assistance to City personnel on various accounting and reporting questions, including GASB pronouncements, GAAP updates and changes in federal and state laws affecting the city.

CITY BACKGROUND

The City of Dundee is a municipal corporation in Yamhill County Oregon, approximately thirty-five miles southwest of Portland, Oregon. The City provides a full range of municipal services either by staff or contracts, including water, parks and street maintenance, street lighting, planning and development and general administration.

The governance of the city is vested in the City Council. The Council is composed of six elected members, and a mayor. The City Administrator is appointed by the Council and is responsible for all city functions. The City Administrator maintains all financial records. The city employs fourteen people, four in city hall, five in the fire station and five in public works. The total budget for the City of Dundee is \$12 million dollars and the city's urban renewal agency is approximately \$4 million dollars.

AUDITING STANDARDS TO BE FOLLOWED

The firm selected will provide an examination of the financial records of the City, on a cash fund basis, in accordance with Generally Accepted Accounting Principles, and the Minimum Standards for Audits of Oregon Municipal Corporations. The City's Comprehensive Annual Financial Report (CAFR) is to be prepared by City staff with the assistance of auditing staff, in full compliance with the pronouncements of the Governmental Accounting Standards Board (GASB) and/or the Financial Accounting Standards Board (FASB) as appropriate.

The auditor's opinion will be directed toward the fairness of the presentation of the financial statements in accordance with GAAP. The auditor will also provide compliance reports as required by Federal and State laws.

SECTION I – SCOPE OF SERVICES

The scope of the audit should be planned to preclude the necessity of exceptions arising from scope limitations and should be sufficient to enable the auditor to issue management letters.

Meetings and Progress Reports:

1. Pre-audit conference(s) with City management and accounting staff will be held each year to discuss audit schedules, working paper requirements, and report deadlines, as well as the audit program. The firm will prepare a written list of information that it will need to perform its work and request that the city staff provide that information to the auditors.
2. Progress report meetings will be held with key audit firm personnel and City financial management staff at regular intervals mutually agreed upon.
3. Post audit conferences will be held with key audit firm personnel and City management at a mutually agreeable date.
4. Audit firm management will present the financial report and management letter to the Council at the completion of the audit.

Reports Required.

The following reports are expected at the completion of the audit:

1. Comprehensive Annual Financial Report (CAFR) of the City of Dundee, including Independent Auditor's Report and Audit Comments & Disclosures Required by State Regulations.
2. Management Letter per Financial Report
3. The engagement should include recommendations to management, prepared by the audit firm in letter format, which include any findings, observations, opinions, comments or recommendations relating to internal control, accounting systems, compliance with laws, rules and regulations, or any other matters that come to the attention of the auditor during the course of the examination. The recommendations will be discussed with appropriate City officials prior to publication.

SECTION II - PROPOSAL REQUIREMENTS

Mandatory Requirement The audit firm must be properly licensed for public practice as an independent auditor and qualified as a municipal auditor in the State of Oregon.

Proposal Information

Proposals

Proposals should describe the types of services available from the firm, the professionals who would provide them and the standard hourly fees to be charged for such services.

Please respond to the items listed below:

1. Provide a detailed description of your audit approach and work product delivered on similar engagements including potential dates for onsite work.
2. Explain how you would propose to use City personnel to assist you during the audit and indicate the approximate time requirement.
3. Describe the procedures followed in the technical review of audit reports prior to their issuance by qualified personnel independent of the audit engagement personnel.
4. Describe your firm's experience or knowledge of GASB pronouncements, which will help the City's compliance with GASB requirements.
5. Identify the local office partners, manager and/or key staff members who would be assigned to the audit for the three-year period. Describe their roles and provide a brief description of their professional experience, including experience in governmental auditing. Specifically address the level of audit field staff, review staff and management continuity that the city may reasonably expect.
6. Describe your policies and practices regarding the provision of advice and recommendations concerning financial policies, practices, and internal controls.
7. Provide three current municipal auditing clients as references, comparable to the City of Dundee. Include a contact person at the client site. References must be willing to be contacted directly by City staff.
8. Submit one sample of a management report that you have recently issued covering an audit that has similar services and is comparative to the City.
9. Provide any other information that supports the scope of services to be provided as set forth in Section I.

Cost Evaluation

The evaluation of the proposed fees of all qualifying proposals will be based upon the responses to the two areas listed below. The selection committee will consider the overall cost and the proposed audit hours. These factors are important in evaluating the reasonableness of the fee and the respondents' understanding of the audit time requirements.

1. A detailed fixed fee schedule (including out-of-pocket expenses) for auditing services for each year of the three-year contract. Identify the estimated number of hours each audit firm employee is expected to spend annually on the engagement.
2. Provide your firm's billing rates for all applicable classifications of professional personnel, as the city may require additional billable services. Discuss the method used in charging for any special requests, reports or broadening of the scope of services.
3. Please identify what additional "first time through" hours and costs, if any, that may be required of your firm and the city staff.

SECTION III – EVALUATION OF PROPOSALS

Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of the city. After meeting mandatory requirements listed above, proposals will be evaluated on the following factors:

Category	Points
<ul style="list-style-type: none">• Quality and comprehensiveness of audit approach.	10
<ul style="list-style-type: none">• Experience and knowledge with GASB reporting requirements.	10
<ul style="list-style-type: none">• Qualifications and experience of the firm and the members assigned to the City’s engagement.	15
<ul style="list-style-type: none">•	
<ul style="list-style-type: none">• Cost Proposal	35
<ul style="list-style-type: none">• References and past experience. Audit services costs. At the discretion of the selection committee, finalists may be invited to an oral interview.	30
Total	100

SECTION IV – PROPOSAL SUBMISSION

You may ask questions about this RFP by calling the City Administrator as listed on page 1 of this RFP. Information provided to any proposer will be placed in e-mail format and forwarded to all proposers. To be considered, one copy of your proposal in a sealed envelope must be delivered or emailed by the due date and at the address listed on page 1 of this RFP. Proposals received after the specified time and date cannot be considered and will be returned unopened.

SAMPLE CITY CONTRACT TEMPLATE ATTACHED WITH RFP

(Insert)

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: May 6, 2025
Reason: Request for Qualifications

Background:

In November 2024, Greg Reed, the City's contract engineer, traveled back to visit his parents for the Thanksgiving weekend. Over the following two months, for a variety of reasons, he decided to relocate permanently to the area to help care for his parents. As a result, the city was left without local engineering services.

In January, the city council approved a temporary contract with AKS Engineering to provide engineering services while staff evaluated options for long-term engineering services.

Attached is a Request for Qualifications (RFQ) for engineering services. While the RFQ covers all engineering services, staff is open to considering proposals that separate for water and sewer needs. AKS Engineering is welcome to submit a proposal if they are interested in continuing to provide services.

Motion: I move to approve the Request for Qualifications for Engineering Services.

CITY OF DUNDEE

Request for Proposals

City Engineering Professional Services

1. Overview

The City of Dundee is soliciting proposals for **one or more** Engineers of Record (City Engineers) from firms with professional qualifications and experience in providing municipal engineering services as independent contractors to the City.

It is the City's intent to obtain engineering services from **one or more** engineering firms on an on-call, time and material basis to act on behalf of the City of Dundee in engineering-related activities listed in Section 4 of this RFP including services associated with city planning, infrastructure assessment, construction, and maintenance.

The successful firm will provide a single person who will serve as the City's Principal City Engineer/Engineer of Record and primary contact for the services provided by that firm. The span of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm or firms selected. Sub-contractors to the successful firm may provide services to the City with approval of the City Administrator.

The City Engineer is expected to provide most of the engineering service requested at or through their own facilities. The city can provide an office for the work of the City Engineer, at the public works offices. It is expected that the city engineer will attend planning, city council, and public works meetings as requested by staff.

2. Background

The City of Dundee is a municipal corporation located in Yamhill County, thirty-five miles southwest of Portland, Oregon. A seven-member council governs the city the council is comprised of six councilors and a mayor. The council also acts as the urban renewal board. The population of the city is 3,249 according to the 2024 Portland State Population Research Center. The city budget is around \$12 million, and the urban renewal budget is around \$4 million.

The city has fourteen staff members, which include a city administrator, appointed by the council to be the administrative head of the organization, three office staff, five public works staff, and five firefighters. The city contracts out for planning, engineering, and police services.

The city of Dundee is currently seeing major investments taking place within the city. In the last year the city has approved three hotels to be built within the city limits and has had multiple discussions concerning housing subdivisions and other development opportunities.

3. Anticipated Selection Schedule

The city anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

a. RFP Advertised

May 7, 2025

City of Dundee: RFP for City Engineer Services
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b. Proposal Due Date	May 21, 2025 @ 4:00 PM
c. Phase I Evaluation of Proposals	Week of May 26, 2025
d. Phase II Evaluation of Cost Proposals	Week of June 2, 2025
e. Interviews	<u>Week of June 2nd if needed.</u>
f. Notice of Intent to Award to Firm	June 10, 2025
g. Contract Approval	June 17, 2025
h. Commencement of Contract	July 1, 2025

4. **Scope of Services**

The following statement of services describes the ongoing services that the City Engineer shall provide to the City of Dundee. These services are contracted on an as-needed basis. The city will compensate the City Engineer for professional engineering services based on standard hourly rates and a fee schedule for additional basic engineering and special services not fully described at this time. It is expected that the City Engineer will be available daily for consultation, as necessary.

The scope of services for the City Engineer may include, but is not limited, to the following.

- a. Assist with budgeting, planning, and rate studies.
- b. Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.
- c. Assist with GPS/GIS data gathering and information compilation relating to existing infrastructure.
- d. Assist with surveying needs as identified by the City Administrator, Public Works Director, City Recorder, or Council.
- e. Consult with City staff to review or complete federal, state or county permits, applications, or agency notification.
- f. Consult with City staff, organizations, and funding agencies to help develop competitive and complete grant applications or funding proposals.
- g. Function as the City's representative with other state, federal or local governmental agencies.
- h. Serve as the City's representative during the review, plan approval, construction management, and project close-out phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site-specific developments.
- i. Review preliminary engineering design drawings and design calculations for general conformance with state, county, and City requirements and sound engineering practices, including best practices.
- j. Review final submitted construction plans prepared by other professionals and, after acceptance, stamp and sign the drawings as "Approved for Construction" by the City Engineer.
- o. Attend pre-application, construction, Planning Commission, City Council, or other meetings as requested by the city. While some on-site meetings will be requested, most can be done via Zoom.
- k. Provide detailed design and construction specifications for successful bidding and construction coordination of City infrastructure improvement and maintenance projects.
- l. Provide project construction observations of public improvements constructed as part of

- private development projects. Verify general conformance with City approved construction plans and specifications.
- m. Provide various construction services for selected City public works construction projects, e.g., project management, engineering design, pre-qualification, preparation of bid documents, solicitation, procurement, contract administration, construction observation and coordinate material and density testing services.
 - n. Perform final construction observations and prepare punch lists for completion of private developments and for City of Dundee project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
 - o. Perform engineering services pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
 - p. Prepare selected utility master plans feasibility studies, as requested.
 - q. Perform additional basic engineering and special services, which cannot be fully described at this time, as requested by the city.

For special projects, the City Engineer shall provide a contract change order upon written request from the City. The change order shall include a detailed proposal and scope of services, schedule, and cost proposal.

Special projects may include, but are not limited to, design of city owned public works facilities including streets, water, sewer, storm drainage facilities, and City owned parks and buildings.

5. Contract Terms

The City desires to enter into a Professional Engineering Services Contract, which includes professional engineering services necessary, whether the services are specifically outlined in this RFP.

The Consultant selected will be expected to sign a written agreement, which will incorporate this RFP and the awardee's proposal. Submittal of a proposal indicates a proposer's agreement with an intent to be bound by the terms of the negotiated contract. Negotiations for additional services shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The city anticipates payment for services on a monthly as billed basis. However, the city will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by the City.

It is anticipated that the City of Dundee will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for an additional two (1) year terms.

The agreement requires that the awardee comply with all applicable federal and state laws, rules, and regulations. A sample contract is included in Addendum A.

6. Proposal Instructions and Proposal Content

Proposals shall be prepared in generally the following format and shall include at a minimum the following information:

- a. Cover Letter (No more than one page): Indicate the availability of key staff and the level of commitment the consultant is willing to make to City programs and projects and the individual who will serve as the City Engineer in performing the work. The cover letter shall be signed by project team member authorized to make commitments on behalf of proposer.
 - b. Proposed Team (No more than one page per staff member): For individual areas of expertise, identify proposed key staff available for specific areas. For larger, multiple discipline projects, identify proposed key staff, describe how the proposed team would work together and work closely with City staff. Include organization chart. Include background of the firm/team, number of professionals (by discipline) and support staff, major focus of practice, range of services and references.
 - c. Approach to Providing Services to the City and Knowledge of Local Issues: Describe the Firm/Team's approach for engagement with the City of Dundee. Include Firm's knowledge of local Dundee issues.
 - d. Scope of Services: Discuss each task outlined in the "Scope of Services" section above.
 - e. Qualifications: Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required.
 - f. Specifically address Firm/Team's familiarity with laws and regulations governing public water, wastewater, stormwater, and transportation systems, including operations, construction, and maintenance of the City's current systems.
 - g. Specifically address firm's capability in serving as the City Engineer in city planning, infrastructure assessment, construction, and maintenance.
 - h. Cost: A Proposer may be requested by the City to provide pricing policies, rates and other cost information (collectively, Price Information). Price Information shall not be submitted as part of a proposal, but shall be submitted only when requested by City. Proposers should refer to Section 10 for information on Price Information and associated evaluation procedures.
 - i. References: Identify at least two (2) similar clients that the firm currently provides service to, preferably municipal governments in Oregon. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City Engineering services may also be submitted for consideration.
7. **Public Records**. All proposals submitted are the property of the City of Dundee, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City has awarded and executed a City Engineer Contract. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.
8. **Proposal Submittal**.

- Proposers shall provide one (1) electronic copy of your Proposal to: Steve.dahl@dundeecity.org.
- Proposers responding to this RFP do so solely at their own expense.
- Proposals shall be submitted by **May 21, 2025, at 4:00 PM** local time. Proposals received after this date and time will not be considered.
- Questions regarding this RFP may be directed to Steve Dahl at steve.dahl@dundeecity.org or 503-538-3922.

9. Review and Selection Procedure

The City is using a qualification-based selection (QBS) process, which includes consideration of price information, as allowed for contracts anticipated to exceed \$100,000 pursuant to ORS 279C.110(5).

Phase I. Phase I will consist of an initial evaluation of all proposers and selection of up to three (3) of the most qualified candidates will be made without regard to the price of the services. If the City does not cancel this RFP, after selecting up to three (3) of the most qualified candidates, the City may request Price Information from those top-ranked Proposers, based upon the total score from the initial evaluation.

For Phase I, City staff will evaluate each Proposal and select up to three (3) of the most qualified candidates. The following evaluation criteria and their respective weights will be used in Phase I:

Evaluation Criteria	Points
Firm’s experience in the delivery of successful City Engineering services to meet the defined scope of Work	15
Qualifications and experience of the staff assigned by Proposer to perform services	25
Service approach and methodology	15
Knowledge of local issues in the City of Dundee and the surrounding region	10
References: Two (2) required	10
Knowledge of applicable local, state, and federal regulations including but not limited to governing public water, wastewater, stormwater, and transportation systems.	10
Cost (to be evaluated in Phase II)	15
Total Points	100

Phase II. The City will conduct a Phase II Evaluation, as follows:

- a. The submittal requirements for Phase II only apply to a Proposer that receives a request for Price Information following the City’s evaluation and scoring of Proposals from Phase I.

- b. The Price Information may receive up to a maximum of 15 additional points, giving it a weight of 15 percent in the total evaluation of each Phase II Proposer.
- c. If requested to provide Price Information, a Proposer must submit the Price Information to the City within five (5) business days of the date of the City's request. The City may disqualify a Proposer for a late submission of the Price Information.
- d. Pursuant to ORS 279C.110(5)(c)(A), the Price Information shall consist of a schedule of hourly rates that the Proposer will charge for the work of each individual or each labor classification that will perform the professional services required for Project, in the form of an offer that is irrevocable for not less than ninety (90) days after the date of the proposal; and
- e. Pursuant to ORS 279C.110(5)(c)(B), the City requests the Price Information also include:
 - a. A list of each individual or labor classification that will perform each Project task, together with the hourly rate that applies to the individual or labor classification; and
 - b. A list of expenses, including travel expenses, that the Proposer expects to incur in connection with completing professional services.
- f. A Phase II Proposer requested to provide Price Information may withdraw from consideration for this RFP if the Proposer does not wish to provide a price proposal.
- g. The City may interview any Phase II Proposer, but it is not required to interview all Proposers. In an interview the Proposer may be allowed to expand upon information contained in the pricing proposal. If the City performs interviews, it will implement an Interview Phase evaluation using the same scoring criteria in Phase I and the points assigned to the pricing proposal in Phase 2.

If the City does not cancel the RFP after receipt of the evaluation committee's scoring results and recommendation, the City will begin negotiating a contract with the highest-ranking candidates. The City shall direct negotiations toward obtaining written agreements on the Engineers' performance obligations, fees, rates and a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and a selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

10. **Minimum Qualifications.** The city will review the qualifications received to determine whether each Consultant meets the following minimum qualifications:
- A Civil Engineer licensed to provide professional engineering services in the State of Oregon.
 - The ability to provide the engineering services needed by the city to the standards required by the city, County and State.

- An Equal Opportunity Employer and otherwise qualified by law to enter into an Engineering Service Contract.

11. **Responsiveness of Submittals.** All submittals must be in writing and fully responsive to this RFP. Non-responsive submittals or submittals found to be irregular or not in conformance with the requirements and instructions contained herein may be rejected. Other conditions which may lead to the selection committee's decision not to evaluate a submittal include obvious lack of experience, expertise, or adequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The City reserves the right to reject all submittals for any reason whatsoever.
12. **Reservation of Rights.** The City reserves the right to: 1) seek clarifications of each qualifications submittal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all qualifications; 4) cancel this RFP at any time, if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any consultant based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any qualifications, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified consultant to provide the services described in this RFP.
13. **Protests.** Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-048-0240.
14. **Insurance Requirements.** For the duration of the appointment, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$2,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Oregon.

Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the software or any electronic communication system maintained or controlled by service provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in no reward of the contract.

ADDENDUM A

SAMPLE CITY CONTRACT FOR ENGINEERING SERVICES

(TO BE ATTACHED)

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: May 6, 2025
Reason: Change of Resolution No. 2014-15

Background:

In 2014, the City of Dundee passed a resolution directing Portland General Electric to increase the franchise fee from 3.5% to 5% - an increase of 1.5%. The resolution specified that the additional 1.5% be allocated to the Street CIP Fund. Resolution 2025-03 continues the 1.5% increase but allows the revenue to be deposited into the General Fund, rather than being restricted solely to the Street CIP Fund.

Motion: I move to approve Resolution 2025-03, a resolution repealing Resolution No. 2014-15 and removing the limitation on the use of funds paid by Portland General Electric in consideration for its use of the public row in accordance with its franchise agreement.

RESOLUTION NO. 2014-15

A RESOLUTION DIRECTING PORTLAND GENERAL ELECTRIC COMPANY TO PAY AN ADDITIONAL ONE AND A HALF PERCENT OF GROSS REVENUES RECEIVED FROM CUSTOMERS WITHIN THE CITY OF DUNDEE ON A QUARTERLY BASIS.

WHEREAS, the Portland General Electric Company (PGE) unconditionally accepts the Franchise Agreement that was approved by Ordinance No. 531-2014 of the City of Dundee; and

WHEREAS, Section 12 of the Franchise Agreement provides for payment to the City of Dundee an amount up to five percent of the gross revenues received by PGE from its customers within the City in consideration for its use of the public right of way; and

WHEREAS, payment equal to three and a half percent of gross revenues shall be made on an annual basis; and

WHEREAS, payment equal to one and a half percent of gross revenues shall be made on a quarterly basis, but only if the City Council has first approved a resolution directing PGE to pay this amount; and

WHEREAS, the City Council determined there is a need for additional resources to maintain public streets, construct transportation system improvements, construct public parking facilities and underground overhead utilities; and

WHEREAS, the public was provided an opportunity to comment on the possible use of the one and a half percent fee for the aforementioned purposes at the July 15, 2014 and August 5, 2014 council meetings.

NOW, THEREFORE, THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. Portland General Electric Company is hereby directed to pay an additional one and a half percent of gross revenues received from customers within the City of Dundee on a quarterly basis effective with the quarter starting October 1, 2014.

Section 2. Payments remitted to the City of Dundee for the amount described in Section 1 of this resolution shall be deposited in the Street CIP Fund and restricted for the following purposes:

- a. Transportation system improvements,
- b. Asphalt overlays to public streets,
- c. Construction of public parking facilities, and
- d. Undergrounding of overhead utilities.

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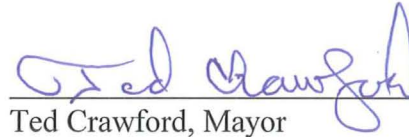
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PASSED BY THE CITY COUNCIL this 5th day of August 2014.

APPROVED:



Ted Crawford, Mayor

ATTEST:



Rob Daykin, City Administrator/Recorder

**CITY OF DUNDEE
RESOLUTION NO. 2025-03**

**A RESOLUTION REPEALING RESOLUTION NO. 2014-15 AND REMOVING
THE LIMITATION ON THE USE OF FUNDS PAID BY PORTLAND GENERAL
ELECTRIC IN CONSIDERATION FOR ITS USE OF THE PUBLIC ROW IN
ACCORDANCE WITH ITS FRANCHISE AGREEMENT**

WHEREAS, the City of Dundee approved a franchise agreement in favor of Portland General Electric Company (PGE) by Ordinance No. 531-2014 (the “Franchise Agreement”);

WHEREAS, Section 12 of the Franchise Agreement provides for payment to the City of Dundee an amount up to five percent of the gross revenues received by PGE from its customers within the City in consideration for its use of the public right of way;

WHEREAS, payment equal to three and a half percent of gross revenues shall be made on an annual basis;

WHEREAS, payment equal to one and a half percent of gross revenues shall be made on a quarterly basis, but only if the City Council has first approved a resolution directing PGE to pay this amount;

WHEREAS, the City Council determined there was a need for additional resources to maintain public streets, construct transportation system improvements, construct public parking facilities and underground overhead utilities; and

WHEREAS, Resolution 2014-15 directed Portland General Electric Company to pay an additional one and a half percent of gross revenues received from customers within the City of Dundee on a quarterly basis effective with the quarter starting October 1, 2014, and restricted use of the funds to be deposited in the Street CIP Fund; and

WHEREAS, the City Council determines there is a need for those resources to be used in any manner determined to be in the best interest of the City.

NOW THEREFORE THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. Effective July 1, 2025, Resolution No. 2014-15 is repealed and replaced in its entirety with Resolution 2025-03.

Section 2. Portland General Electric Company is hereby directed to pay an additional one and a half percent of gross revenues received from customers within the City of Dundee on a quarterly basis effective with the quarter starting July 1, 2025.

Section 3. Payments remitted to the City of Dundee for the amount described in Section 2 of this resolution shall be deposited in the City's General Fund.

Passed the 6th Day of May 2025

Approved:

David Ford, Mayor

Attest:

Steve Dahl, City Administrator

AGENDA REPORT

To: Mayor Ford and City Council

From: Steve Dahl, City Administrator

Date: May 6, 2025

Re: Approval of Concrete Work on the corner of Alder and 9th Street

Background:

Earlier this year, the city hired Concrete Solutions Inc. to complete the sidewalks down 9th Street. At that time, the plan also included finishing the crosswalk islands; however, concerns were raised about whether the islands met ADA standards. Staff directed the City's contract engineers to review the crosswalk islands for compliance. The engineers determined that the islands did not meet ADA requirements and subsequently redesigned them to bring them into compliance.

Concrete Solutions has completed all the concrete work for the project and is familiar with the remaining tasks. Under the Dundee Municipal Code Section 3.12.050 – Small Procurements, staff is not required to obtain multiple bids unless the total project costs exceeds \$25,000. As part of the project, some asphalt will need to be removed; however, replacement will occur at a later date. The intent is to coordinate this work with other road projects in the city so it can be added to an existing contract. City staff will install the stop signs.

The funds for this project will be drawn from the Street Surface Maintenance and Repair account (110-00-547-51), which currently has a balance of \$30,000.

Motion: I move to approve Concrete Solutions Inc. for the installation of the crosswalk islands at the intersection of 9th Street and Alder Street.

