

**City of Dundee**  
**City Council Meeting Minutes**  
**June 3, 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, Tim Weaver, Alex Chiper, Michael Caruso and David Hinson.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Ashley Wigod; Administrative Assistant / Assistant City Recorder, Kenzie Nagel and David Salazar, City of Dundee Fire Department.  
Via Zoom: Accounting / Payroll Specialist, Melissa Lemen (7:31 P.M.)

Public Attendance:

John Olivier, SKB; Ryan Pasquarella, REDW and Rob Daykin, 720 SW Scotsman Court.

**AGENDA CHANGES**

Addition of an item under the old business – TRT Revenue Agreement.

**PUBLIC COMMENT**

Rob Daykin indicated his intention to ask questions to the auditor presenting. Mayor Ford invited him to approach the Council and share any concerns related to the audit. Daykin then approached and referenced page 41 of the agenda packet, highlighting potential discrepancies and shortfalls related to the general fund. A brief discussion followed.

**CONSENT AGENDA**

**Motion to approve the Consent Agenda**

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Motion: C. Weaver

Second: C. Hinson

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

**OLD BUSINESS:**

**PRESENTATION OF THE FY 2023-2024 AUDIT**

Ryan Pasquarella approached the Council to provide an update on the status of the 2023-2024 audit. While acknowledging the presence of several discrepancies and issues, he emphasized that none appeared significant enough to suggest the audit was at risk. He referenced pages 15,64,73, and 74 in

the agenda packet. Discussion ensued and included the status of the geobond. Mayor Ford raised several questions related to Daykin's concerns, to which Pasquarella responded that the identified items were within the typical scope of audit findings observed in other municipalities and were considered resolvable. An additional handout was provided to Council pertinent to the audit.

### **TRT REVENUE AGREEMENT / SKB TRANSIENT TAX REBATE**

John Olivier approached the Council to discuss the Transient Room Tax (TRT) rebate agreement. He provided a handout for Council members, and a lengthy discussion followed.

#### **ACTION: Motion to Approve the Transient Tax Rebate Agreement**

Motion: C. Weaver

Second: C. Nelson

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

### **ENGINEERING CONTRACTS**

C.A. Dahl explained that the city intends to engage both AKS for general engineering services and Kennedy Jenks for water and sewer development, utilizing the expertise of both firms. A brief discussion followed regarding the qualifications and quality of work provided by each company.

#### **ACTION: Motion to Approve Engineering Contracts for both AKS and Kennedy Jenks.**

Motion: C. Weaver

Second: C. Nelson

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

### **RESOLUTION NO. 2025-05, CERTIFYING MUNICIPAL SERVICES**

C.A. Dahl provided a quick overview of the resolution, explaining its purpose. Additional details were outlined in the report on page 129 of the agenda packet.

#### **ACTION: Motion to Approve Resolution No. 2025-05, A Resolution Certifying Municipal Services Provided by the City of Dundee.**

Motion: C. Nelson

Second: C. Chipper

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

### **RESOLUTION NO. 2025-06, EMPLOYEE COMPENSATION RATES**

C.A. Dahl explained that the purpose of the resolution was to approve salary adjustment and HRA VEBA contributions for both the Fire Department and City staff. A brief discussion followed, confirming that the Fire Department would receive a 3% Cost of Living Adjustment (COLA) in accordance with the Union contract, while City staff would receive a 2.46% increase.

**ACTION: Motion to Approve Resolution No. 2025-06, A Resolution Establishing Employee Compensation Rates and the HRA VEBA Contribution Amount for Fiscal Year 2025-2026.**

Motion: C. Weaver  
Second: C. Chipper  
Vote: C. Weaver, C. Weil, C. Hinson, C. Caruso, M. Ford

**NEW BUSINESS:**

**REVIEW OF CITY COUNCIL GOALS**

The Council reviewed each goal and strategy in detail, discussing progress made to date as well as identifying areas that still require further effort and development. A detailed report was provided starting on page 135 of the agenda packet.

**COUNCIL CONCERNS AND COMMITTEE REPORTS**

- C. Chipper expressed concern over the control over the housing at Sander Estate and working on the zoning for the Sander Estate.
- C. Caruso inquired about the non-mowed grass areas, and he also suggested creating an ordinance for sidewalk maintenance.
- C. Weil asked about the plastic tent structure across the street from the old school property; C.A. Dahl said he would talk with the city planner.
- C. Nelson inquired about the status of the car lot issue with C.A. Dahl responding that the owner was currently working to meet the necessary requirements by June 13<sup>th</sup> and letters being sent out June 14<sup>th</sup> if not fulfilled.

**MAYOR’S REPORT**

- Mayor Ford began by agreeing with C. Caruso’s suggestion on creating a sidewalk maintenance ordinance
- He expressed the timing of budget and getting through it to getting it approved

**CITY ADMINISTRATOR’S REPORT**

- C.A. Dahl said that the county dinner in Newberg was coming up and to get RSVP’d with Kenzie by June 4<sup>th</sup>
- He explained that construction grading was underway in the areas around 9<sup>th</sup> and Alder Street


- He quickly discussed available grants opportunities in the works
- He would like to get recruitment for a seasonal Public Works employee
- Letters will be sent regarding the mowing that needs to be done
- C.A. Dahl would be gone June 5<sup>th</sup> and 6<sup>th</sup> and would be available via text

City Atty. Wigod quickly mentioned that she would be on via zoom for the next council meeting.

**PUBLIC COMMENTS**

None.

The meeting was adjourned at 9:05 P.M.



David Ford, Mayor

Attest:



Steve Dahl, City Administrator/Recorder