

City of Dundee
City Council Meeting Minutes
June 17, 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; City Planner, Doug Rux and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

Peter Donor, 780 SE Locust Street; Forrest Byerly, 892 SW Linden Lane; Ed Lamoreau, 841 SW Linden Lane; Peter Steadman, 23400 NE Ramsey Road; Ruth Rogers, 1000 SW 7th Street; Paul and Sheila Derr, 720 SE 9th Street; Ida Wilson, 275 NE Carmel Circle; Brenda Teich, 241 NW Carmel Circle; Scott Heesacker, 619 SE 8th Street; Margaret and Nick Lund, 1041 SW Arrowhead Place; Brett Kerwin and Heather Howard, 720 SW 7th Street and Diana Lauten.

Via Zoom: Bethany Caruso, 179 SW 9th Street and Olivia Knight, 820 SW 9th Street.

AGENDA CHANGES

None.

PUBLIC COMMENT

Public Hearing: Type V – Legislative Land Use

Mayor Ford opened the public hearing, during which no public testimony was provided. City Planner Doug Rux approached Council and entered the staff report into the record, along with all associated attachments, public comments, exhibits, and the proposed ordinance. The staff report was provided starting on page four of the agenda packet. Rux explained that recent changes in state regulations and legislation require the City to update its policies for compliance. He presented detailed information regarding duplexes and Accessory Dwelling Units (ADUs), noting that the Planning Commission held three meetings on the subject.

He outlined proposed changes to the comprehensive plan, specifically referencing language changes related to low and medium density zoning found on page 15 of the agenda packet. He also cited pages 32,34, and 35 to illustrate changes in lot size requirements. Rux also highlighted various design standards, including the requirement for separate entries and the prohibition of ADU's being used as short-term rentals. Following the staff report, further discussion ensued regarding maximum parking, lot splitting, and the allowable uses of properties for duplexes and ADU's.

ACTION: Motion to Approve Ordinance 591-2025; an Ordinance Approving Dundee Comprehensive Plan (DCP) and Dundee Municipal Code (DMC) Amendments for Duplexes and Accessory Dwelling Units to DCP Land Use and Urbanization, Policies, Residential Land Use, Low-Density Residential; Land Use and Urbanization, Policies, Residential Land Use, Medium-Density Residential; and Housing, Policies; and DMC Sections 17.202.010, 17.202.020, 17.202.30, 17.202.040, 17.203.080, 17.203.140, 17.203.260, 17.304.040, 17.305.020, 17.305.030, 17.306.030, 17.403.050, 17.501.020, 8.28.020, 8.28.040.

Motion: C. Weaver

Second: C. Nelson

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

Mayor Ford closed the Type V – Legislative Land Use public hearing.

Public Hearing: Adopting 2025-2026 Budget

Mayor Ford opened the Adopting 2025-2026 Budget public hearing. He then voiced concern about approving the budget without further review from the public and suggested holding a work session to discuss the budget in further detail before approval. He went into detail of the budget. The council discussed having a work session on June 19th at 6 P.M. and a public hearing on June 25th at 7 P.M.

Mayor Ford closed the Adopting 2025-2026 Budget public hearing.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion to approve the Consent Agenda

6.1 City Council Minutes, June 3, 2025

6.2 Summary Financials Ending April 2025

6.3 Budget Financial Narrative

6.4 Budget Financial Summary

6.5 Police Report Ending April 2025

6.6 Dundee Fire Department April Report

6.7 City Council Goals

Motion: C. Weil

Second: C. Hinson

Vote: C. Weaver, C. Caruso, C. Nelson, C. Chipper, M. Ford

OLD BUSINESS:

RESOLUTION NO. 2025-07; ELECTION TO RECEIVE STATE REVENUES

C.A. Dahl quickly explained that this resolution was allow state revenues to the city for the alcohol, cigarette and marijuana taxes.

ACTION: Motion to Approve Resolution No. 2025-07; a Resolution Declaring the City's Election to Receive State Revenues.

Motion: C. Weaver

Second: C. Nelson

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

NEW BUSINESS:

RESOLUTION NO. 2025-09; TRANSFERRING BUDGET LINE ITEM AMOUNTS BETWEEN FUNDS FOR FISCAL YEAR 2024-2025

The approval of Resolution No. 2025-09 was postponed until the adoption of the budget.

RESOLUTION NO. 2025-10; Supplemental Budget Adjustments

The approval of Resolution No. 2025-10 was postponed until the adoption of the budget.

MWVCOG MASTER AGREEMENT

C.A. Dahl provided a brief overview of the master agreement with the Mid-Willamette Valley Council of Governments, noting that it was ready for approval. The agreement documentation was provided starting on page 218 of the agenda packet.

ACTION: Motion to Move Intergovernmental Agreement Between Mid-Willamette Valley Council of Governments and City of Dundee.

Motion: C. Chiper

Second: C. Nelson

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

AUDITOR RFP

C.A. Dahl explained that there were three different requests for auditing services. After discussing with the Accounting Specialist, Melissa Lemen, he suggested using Umpqua Valley Financial as their services aligned better with what would work better for the city. A brief discussion followed.

ACTION: Motion to Approve the Proposal from Umpqua Valley Financial to Act as the City's Auditor from Fiscal Years 2025-2026, 2026-2027, and 2027-2028.

Motion: C. Weaver

Second: C. Caruso

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

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Chiper reminded Council of Third Thursday in the upcoming week
- C. Hinson quickly mentioned the Viewmont Trail needing mowing
- C. Caruso expressed potential sidewalk fixing on 9th Street closer to the market as the part of the concrete has shifted up approximately an inch
- C. Weil inquired about an update regarding the tent structure across 5th Street; C.A. Dahl noted that he has been playing phone tag with the owners
- C. Nelson inquired about the car lot deadline update; C.A. Dahl noted that he would be speaking with the city planner tomorrow and about when the daily fees would start

MAYOR'S REPORT

- Mayor Ford began by stating he recently visited Salem and trying to secure funding for the transportation package – but noted that other projects would come first
- He reminded Council of the County Dinner in Newberg June 18th
- He will be attending the Mayor Meeting in Lafayette at 10 A.M. this week
- He got invited to attend by the McMinnville Mayor to discuss water at the end of the month
- Peter Donor and he hosted a business roundtable recently for lunch at Argyle and hoping to one once a month on the last Friday's
- He suggested getting more information out to the public, creating more outreach

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl said that he has asked Kenzie to research programs on how to achieve mass texting to the community for better outreach
- The water rights application was being finalized and would be submitted in July
- The TGM Grant was in motion thanks to Bethany Caruso working on it
- The process for hiring a summer seasonal for Public Works was underway with a few applicants and choosing employee Bernie's son for the position
- Fire season has started with a few deployments already in progress in various fires including F.C. Hamilton and two others deployed
- The process has also started for hiring two summer seasonals for the Fire Department with having two employees being put higher up and bringing in two additional volunteers
- August 9th – Fire Department BBQ Fundraiser

PUBLIC COMMENTS

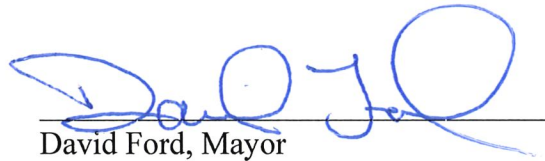
Peter Donor approached Council to voice his concerns over the local businesses not doing things the correct way until asked and referenced the City's Code. A brief discussion ensued.

The Dundee City Council recessed from the council meeting for the Urban Renewal Meeting at 8:41 P.M. The Urban Renewal Meeting adjourned at 8:57 P.M.

EXECUTIVE SESSION

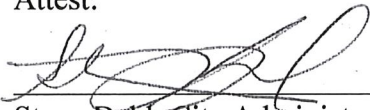
The Dundee City Council met in Executive Session in accordance with ORS 192.660 2(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The meeting was adjourned at 9:56 P.M.



David Ford, Mayor

Attest:



Steve Dahl, City Administrator/Recorder