



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.

AUGUST 5, 2025, 7:00 PM

1. Open Regular City Council Meeting
2. Amendments to the Agenda, if any
3. 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.
4. 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.
 - 4.1 City Council Minutes, June 25, 2025 Pages 3-5
 - 4.2 City Council Minutes, July 1, 2025 Pages 6-8
 - 4.3 City Council Minutes, July 15, 2025 Pages 9-14
 - 4.4 City Council Minutes, July 24, 2025 Pages 15-16
 - 4.5 City Council Work Session Minutes, March 20, 2025 Pages 17
 - 4.6 City Council Work Session Minutes, June 19, 2025 Pages 18
 - 4.7 Financial Report Ending June 30, 2025 Pages 19-39

Action Requested: Motion to Accept the Consent Agenda
5. OLD Business:
NONE.
6. New Business
 - 6.1 Sole Source Exemption for Procurement Repairing Effluent Plant Blowers;
Resolution No. 2025-13 Pages 40-44
Action Requested
 - 6.2 Copier Lease Pages 45-53
Action Requested
 - 6.3 Consultant to Assist with Interim City Administrator Recruitment Pages
Action Requested
 - 6.4 Interim City Administrator Recruitment; Resolution No. 2025-14 Pages 54-57
Action Requested
 - 6.5 Appoint Acting City Administrator Pages
Action Requested
7. Council Concerns & Committee Reports

8. Mayor's Report
9. City Administrator Report
10. 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.
11. 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. 592-2025
 - 5.2 Resolution No. 2025-15

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
June 25, 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 Chipper, Michael Caruso and David Hinson.

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

Public Attendance:

None.

AGENDA CHANGES

None.

PUBLIC HEARING

Mayor Ford opened the public hearing in accordance with the 2025-2026 budget. C.A. Dahl explained that there had been a recent rearrangement in resolution numbers compared to the last council meeting and are different as stated on the agenda. He also noted page 38 of the agenda packet, noting the start of budget spreadsheet. The council then went on to discuss each resolution provided starting with Resolution No. 2025-08 as the adopting a supplemental budget for fiscal year 2024-2025.

RESOLUTION NO. 2025-08; FY 2024-2025 SUPPLEMENTAL BUDGET

Discussion began of appropriations for the following year in Resolution No. 2025-10. C.A. Dahl noted that it was recommended by the budget committee and noted the interfund loan amounts received and the transfer out of the general fund on Exhibit A. A brief discussion continued.

ACTION: Motion to approve Resolution No. 2025-10, A Resolution Adopting a Supplemental Budget for Fiscal Year 2024-2025.

Motion: C. Nelson

Second: C. Weil

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

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

C.A. Dahl explained exhibit A made note of transfer ins and outs of the general fund and transferring from contingency fund of \$30,000. He also explained each expenditure in Exhibit A on page 74 of the agenda packet. A brief discussion followed.

Discussion led to the amounts on page 63 of the agenda packet, Sewer CIP Fund. The council referenced line item 46, transfer in – sewer, and line item 53, beginning fund balance, noting a mistake in dollar amount, with the correction should be \$448,741 as the ending fund balance. Discussion continued.

ACTION: Motion to approve Resolution No. 2025-09, A Resolution Transferring Budget Line Item Amounts Between Funds for Fiscal Year 2024-2025.

Motion: C. Nelson

Second: C. Weil

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

RESOLUTION NO. 2025-10; ADOPTING 2025-2026 BUDGET

C.A. Dahl noted the changes in the general fund and Street CIP. A lengthy discussion ensued regarding appropriations.

ACTION: Motion to approve Resolution No. 2025-10, A Resolution Adopting the Budget, Making Appropriating, and Imposing and Categorizing Property Taxes for Fiscal Year 2025-2026.

Motion: C. Nelson

Second: C. Weil

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

Mayor Ford moved onto public comment in which Rob Daykin approached Council spoke regarding the budget. He suggested moving the Street CIP to the Urban Renewal to comply with state law. He went on to provide additional information including the 9th Street LID paying for assessments using Urban Renewal dollars. A lengthy discussion ensued pertaining to appropriations.

Mayor Ford closed the public hearing at 7:43 P.M.

PUBLIC COMMENT

None.

CONSENT AGENDA

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Nelson inquired about the car lot fines and when they started; a brief discussion ensued. Discussion then transitioned to the tent and the required permitting for it.
- C. Caruso noted that there were still many properties needing to be mowed.

MAYOR'S REPORT

None.

CITY ADMINISTRATOR'S REPORT

None.

PUBLIC COMMENTS

None.

The meeting was adjourned at 8:04 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

**City of Dundee
City Council Meeting Minutes
July 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, Tim Weaver (7:04 P.M.), Alex Chiper (7:01 P.M.), Michael Caruso and David Hinson.

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

Public Attendance:

None.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion to approve the Consent Agenda

4.1 City Council Minutes, June 17, 2025

4.2 Budget Narrative

4.3 Summary Budget Financials

4.4 Financial Report Ending May 31, 2025

Motion: C. Nelson

Second: C. Chiper

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

OLD BUSINESS:

ENGINEERING SERVICES CONTRACT

C.A. Dahl provided an overview of the engineering services to be performed by both AKS Engineering and Kennedy Jenks. A brief discussion followed regarding service rates. Approval of the engineering services was postponed to the next council meeting to allow for the inclusion of rate information.

TOURISM PROJECT MANAGER CONTRACT

C.A. Dahl reported that the Tourism Committee recommended continuing the partnership with Bethany Caruso and her company, Elle & Lu Flowers & Events, to serve as the Tourism Project Manager. A brief discussion followed highlighting the work Ms. Caruso has accomplished. C. Nelson noted that C. Caruso abstained from voting due to their marital status.

ACTION: I move to Approve the Contract Between the City and Elle & Lu Flowers & Events LLC for Tourism Project Manager Services.

Motion: C. Weaver

Second: C. Nelson

Vote: C. Chiper, C. Weil, C. Hinson, M. Ford; C. Caruso – abstained (due to conflict of interest)

NEW BUSINESS:

TRAVEL OREGON COMPETITIVE GRANT

C.A. Dahl explained that through the Tourism Committee, a grant was awarded to support the development of a wayfinding project called the Dundee AVA Viticultural Trail. A detailed report was provided starting on page 81 of the agenda packet. A brief discussion followed.

ACTION: Motion to Accept the 2025-2026 Travel Oregon Competitive Grant for the Implementation of Wayfinder Signs.

Motion: C. Weaver

Second: C. Caruso

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

RESOLUTION NO. 2025-11; 5% TECHNOLOGY FEE

C.A. Dahl stated that the recently approved technology fee is now ready to be formalized as resolution.

ACTION: Motion to Approve Resolution No. 2025-11, a Resolution Setting a 5% Technology Fee to Help the City of Dundee Pay for and Administer the Required Technology Needed to Comply with House Bill 2415 and Implementing a Flat Fee of \$273.90 for Solar Panels.

Motion: C. Chiper

Second: C. Nelson

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

OUTSIDE CITY LIMITS SEWER REQUEST

C.A. Dahl explained that a resident who lives outside of the city limits was inquiring to allow to connect to city sewer as the property is already connected to city water. A detailed report was provided

starting on page 140 of the agenda packet. A brief discussion followed with C.A. Dahl noting that he was not looking for a motion just to discuss.

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Nelson inquired about the status of the car lot and the tent located across 5th Street; a discussion followed regarding both matters.
- C. Caruso inquired about the overgrown grass and discussed the responsibility of property owners to maintain their lots.
- C. Chipper asked when the next city newsletter would be distributed. He also inquired about the solar panel at the water treatment plant and what benefit the city receives from it, noting that the city does not own the installation. Additionally, he provided an update on the activities of the Tourism Committee.

MAYOR'S REPORT

- Mayor Ford reported that he has spoken with Senator Bruce Starr regarding several topics, including potential funding for the 5th Street construction project, a transportation bill, and upcoming legislative sessions.
- He expressed a desire to expand the involvement of additional committees to address various priorities, including fire, water, and matters related to the school property.
- He also expressed interest in scheduling another work session to review council goals, proposing to schedule one for the end of July.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl explained that there were now 364 days to figure out the Fire Department funding or potentially lose one person
- The water rights study information are in their council mail folders
- The city received a grant for two seasonal fire department hires

PUBLIC COMMENTS

None.

The meeting was adjourned at 8:28 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

City of Dundee
City Council Meeting Minutes
July 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, Tim Weaver, Alex Chipper, Michael Caruso and David Hinson.

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Ashley Wigod; Accounting / Payroll Specialist, Melissa Lemen; Glen Wolfe, Patrick Kelly, Jerad Nunley and Bernie Malis, Public Works; Public Work Superintendent, Chuck Simpson; Melody Osborne, Administrative Assistant, David Salazar, Jeremy Nelson and John Angel, Fire Department. Accounting, Morgan Lemen and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.
Via Zoom: Fire Chief, Brandon Hamilton and Accounting, Crystal Roach.

Public Attendance:

Mariah Lemen, City of Newberg; Kit Johnston, Yamhill County Commissioner; Megan Osborne, 680 SE 9th Street; Pete Donor, 780 SE Locust Street and Bob Long, CwM-H2O.
Via Zoom: Dennis Lemen, Newberg resident; Jamie Wolfe.
Four unidentified zoom attendees: Nicholson, Bethany, Guest and Kimberley Crosman.

AGENDA CHANGES

C.A. Dahl noted that there have been two more executive sessions added to the agenda; ORS 192.660 2(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation likely to be filed and ORS 192.660 2(f) to consider information or records that are exempt by law from public inspection.

PRESENTATION

Bob Long with CwM-H2O approached Council to discuss the water rights extension request for the city's water and water improvements. Long provided a physical presentation slideshow to each council member. A detailed report was also provided in the agenda packet starting on page three. After Long's presentation concluded, council members began with various questions. C. Nelson asked about the water loss reporting and inquired about the water springs and their flow. M. Ford inquired about where the primary source of water loss was and the occurring rate. C. Hinson asked for confirmation that applications have been filled out. C. Chipper inquired about the state of Well #10 and there was a cracked casing. Long responded to these questions and a brief discussion followed including that Well #10 was severely damaged that fixing would be difficult, there was information regarding the springs in the memo in the agenda packet.

Mayor Ford wanted to announce that Yamhill County Commissioner Kit Johnston was in attendance and wanted to take a moment before the public comment to have him provide updates within the county. Johnston approached Council and announced that there would be a new Yamhill County Campus building and was underway of being complete and should be functioning early 2026. He also confirmed that the transit legislative was underway and quickly announced that the Yamhill County Fair was coming up at the end of the month.

Before public comment commenced, Mayor Ford acknowledged multiple city staff in attendance and wanted to provide insight that there would be an executive session and would be more than happy to hear staff testimony.

PUBLIC COMMENT

Melody Osborne approached Council and began regarding C.A. Dahl's employment. She emphasized that he was not hired for budgetary reasons yet has made significant contributions to various projects and grants. She also stated that many staff members have remained with the city because of C.A. Dahl, and that his departure could be catastrophic for both the city and its staff. She went on to explain the workload of each employee and how challenging it would be if someone were to leave, especially since cross-training has not yet been implemented due to the current workload demands. She acknowledged the issues of low pay, long hours, and how many employees don't have pay raises. Pausing her remarks, she noted that one staff member from each department would also be speaking on behalf of their department.

Bernie Malis approached Council on behalf of Public Works, noting that through working with C.A. Dahl, they have been able to communicate effectively with him – something he emphasized as essential. He also stated that in his over 20 years of experience in the Public Works field, the level of communication under C.A. Dahl's management has been the best he has encountered.

John Angel approached Council on behalf of the fire department and expressed that since C.A. Dahl's arrival three years ago, the department has experienced numerous positive changes, including more staff and volunteers, improved training, increased revenue, and top-tier equipment for calls and deployments – all of which, he stated, would not have been possible without C.A. Dahl's leadership. He highlighted the support C.A. Dahl has consistently provided to the department and noted the benefit of maintaining a well-staffed team, including the transition to 24-hour staffing that has increased the quality of fire and emergency responses. He ended by stating C.A. Dahl's willingness to work well with F.C. Hamilton as well as his transparency and open-door policy has been appreciated with all fire department members.

Osborne reapproached Council to conclude her remarks, noting that every single employee, including deployed volunteers, were present in support. She also pointed out that the cost associated with hiring a new administrator – including a severance package and the hiring process itself – seemed questionable considering the budget standing. She then suggested outsourcing budgeting tasks to provide support to

C.A. Dahl. Osborne ended her speech by stating that, due to the lack of communication between Council and staff, employees felt it necessary to unionize.

CONSENT AGENDA

Motion to approve the Consent Agenda

4.1 Police Report Ending June 30, 2025

Motion: C. Weil

Second: C. Chipper

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

OLD BUSINESS:

AUDIT SERVICES CONTRACT

C.A. Dahl stated that the audit services contract were ready for approval.

ACTION: I move to Accept the Professional Services Agreement Between the City of Dundee and Umpqua Valley Financial for Audit Services.

Motion: C. Chipper

Second: C. Hinson

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

AKS ENGINEERING SERVICES CONTRACT

C.A. Dahl said that the engineering contracts from AKS Engineering and Kennedy Jenks was presented at the last meeting and had the rate information as requested in the last meeting.

ACTION: I move to Accept the Professional Services Agreement Between the City of Dundee and AKS Engineering & Forestry.

Motion: C. Nelson

Second: C. Weaver

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

KENNEDY JENKS ENGINEERING SERVICES CONTRACT

C.A. Dahl explained that Kennedy Jenks has been used for water and sewer projects and would like to continue to use them for their services. A brief discussion followed regarding the capabilities of both AKS and Kennedy Jenks to perform the required work.

ACTION: I move to Accept the Professional Services Agreement Between the City of Dundee and Kennedy Jenks Consultants.

Motion: C. Weaver

Second: C. Nelson

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

CWM-H2O WATER RIGHTS EXTENSION

C.A. Dahl explained that in addition to the presentation, a memo was provided starting on page 56 of the agenda packet. A brief discussion ensued.

ACTION: I move to Allow the Attorney's to Review the Water Right Extension from CwM-H2O.

Motion: C. Chipper

Second: C. Nelson

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

NEW BUSINESS:

RESOLUTION NO. 2025-12; TGM GRANT APPLICATION

C.A. Dahl explained the purpose of the Transportation Growth Management purpose and how if approved, it would support city growth. He also stated the good work Bethany Caruso has been doing. A report was provided on page 107 of the agenda packet.

ACTION: Motion to Approve Resolution No. 2025-12, a Resolution Approving the Application for a TGM Grant for the City of Dundee.

Motion: C. Weaver

Second: C. Nelson

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

COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Nelson said that since the vehicles have been removed and inquired about if a single fine has been sent; a brief discussion ensued
- C. Caruso inquired whether the McDonald's rumors were true; C.A. Dahl responded that a preapplication has been submitted but certain requirements were still needing to be approved to proceed further
- C. Chipper said that the marathon on Sunday was a success and thanked those who attended and CPRD for coordinating the event

MAYOR'S REPORT

- Mayor Ford thanked C. Chipper for taking his weed wacker and cleaning up the corner of 5th St.
- He thinks sending a thank you note to CPRD regarding the marathon was a good idea
- He would like to initiate the work groups and start to have monthly updates on each group
- He would like to get a move on the school property and park property going into August

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl reported that he has been working on getting an application regarding the tent
- The second set of letters has been mailed out regarding mowing grass
- Multiple fire fighters and volunteers including F.C. Hamilton have been deployed

PUBLIC COMMENTS

None.

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 or any public body, a public officer, employee or staff member who does not request an open hearing.

The Dundee City Council met in Executive Session in accordance with ORS 192.660 2 (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Dundee City Council met in Executive Session in accordance with ORS 192.660 2 (f) to consider information or records that are exempt by law from public inspection.

The Dundee City Council did reconvene at 9:57 P.M.

ACTION: Motion to Authorize the Mayor and City Council President to Continue Negotiate the Future Employment of the City Administrator.

Motion: C. Weaver

Second: C. Chipper

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

ACTION: Motion to Allow City Attorney to Accept Services in Litigation Filed Against the City Related to Claim from Construction.

Motion: C. Nelson

Second: C. Hinson

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

The meeting was adjourned at 9:59 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

DRAFT

**City of Dundee
City Council Meeting Minutes
July 24, 2025**

CALL TO ORDER

Mayor David Ford called the meeting to order at 6:31 P.M.

COUNCIL AND STAFF ATTENDANCE

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

Staff Attendance: Fire Chief, Brandon Hamilton and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Via Zoom: City Attorney, Peter Hicks.

Public Attendance:

None.

AGENDA CHANGES

Mayor Ford would like to include the authorization pertaining to the city administrator process.

EXECUTIVE SESSION

The Dundee City Council met in Executive Session in accordance with ORS 192.660 2(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, staff member or individual agent who does not request an open hearing.

The Dundee City Council came out of the executive session.

ACTION: Motion to Accept Administrator Dahl's Resignation Effective August 8th and Authorize the Mayor to Execute a Severance Agreement with Mr. Dahl Based on the Terms Discussed in the Executive Session for the Purpose of Recognizing His Services to the City Over the Past Three Years.

Motion: C. Nelson

Second: C. Chipper

Vote: C. Caruso, M. Ford; Abstain - C. Weil

ACTION: Motion to Authorize the Mayor to Advertise the Interim City Administrator Position with a Job Description with the Prior City Administrator Recruitment, Updated as Appropriate, and to Return to Council with Information About the Evaluation, Interview, and Selection Process at the August 5th, 2025, Council Meeting.

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

ACTION: Motion to Authorize the Mayor, Council President, and Councilor Bryan Weil to Convene a Listening Session with Staff on a Convenient Date and Time to Hear Staff's Hopes and Concerns During This Transition Process.

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

The meeting was adjourned at 7:05 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

City of Dundee
City Council Work Session Minutes
March 20, 2025

CALL TO ORDER

Mayor David Ford called the work session at 6:33 P.M.

COUNCIL AND STAFF ATTENDANCE

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

Staff Attendance: City Administrator, Steve Dahl; City Attorney, Ashley Wigod; Fire Chief, Brandon Hamilton and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

Rob Daykin, 720 SW Scotsman Court.

Via Zoom: Bethany Caruso, 179 SW 9th Street.

Mayor Ford opened the work session by outlining its purpose: to gain a clearer understanding of the upcoming budget cycle and identify potential area for cost savings, given the general fund's \$325,000 shortfall. C.A. Dahl began by providing several potential options to generate revenue. He went on to explain the options: one approach involved implementing the safety levy approved in 2022, which could prompt a potential request for a \$125,000 contribution from the Rural Fire District. Another option was the potential layoff of two firefighters, resulting in an estimated savings of \$266,000. A third option was to borrow \$350,000 from the Urban Renewal Fund. A detailed report was provided in the agenda packet. Additionally, C.A. Dahl also provided an option that was not included in the packet – a prepared food tax. A lengthy discussion ensued of all proposed options.

The work session was adjourned at 8:04 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

City of Dundee
City Council Work Session Minutes
June 19, 2025

CALL TO ORDER

Mayor David Ford called the work session at 6:05 P.M.

COUNCIL AND STAFF ATTENDANCE

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

Staff Attendance: City Administrator, Steve Dahl and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

None.

Mayor Ford opened the work session by outlining its intended purpose. He expressed discomfort with approving the budget as presented and indicated that additional discussion was necessary.

C.A. Dahl explained the relevant budget resolutions from 2024 and 2025, including their appropriations. A detailed report was provided in the agenda packet including a copy of the budget spreadsheet. He stated that the changes and tracking from Resolution No. 2024-08 were reflected in the 2025 resolution. Mayor Ford pointed out the importance of noting general fund revenue to offset increased expenditures. An in-depth discussion followed regarding the current budget cycle and its financial components, including differences in fire department appropriations and the addition of funds to the current budget.

Additional discussion ensued regarding the General Fund, including transfers in and out of contingencies and other line item values within the budget. C.A. Dahl continued reviewing each budget category and the various changes made, with a brief discussion following.

Discussion concluded with having an updated budget spreadsheet be sent to the council members and schedule a special meeting on June 25th to approve the budget and the resolutions associated.

The work session was adjourned at 7:38 P.M.

David Ford, Mayor

Attest:

Steve Dahl, City Administrator/Recorder

CITY OF DUNDEE
Statement of Activities

From 7/01/2024 Through 6/30/2025

UNAUDITED

	State												Total				
	Street			Equipment			Tourism			Bonded							
	General Fund	Street CIP	Reserve	Revenue Sharing	Reserve	131	Fund 151	Debt 310	Water Fund	Water CIP	Sewer Fund	Sewer CIP		Water Fund	Water CIP		
Revenue																	
Taxes	887,329	21,787	-	-	-	-	175,714	146,555	-	-	-	-	-	-	-	-	1,231,385
Franchise Fees	227,322	-	59,899	-	-	-	-	-	-	-	-	-	-	-	-	-	287,221
Licenses & Permits	61,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	61,349
Intergovernmental Revenue	331,347	264,078	100,000	27,023	-	201,041	85,856	-	-	-	-	-	-	-	-	-	1,009,344
Charges for Services	560,974	-	-	-	-	-	-	-	754,195	16,458	1,392,260	7,899	113,509	2,436	-	-	2,847,732
Fines & Forfeitures	49,704	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	49,704
Miscellaneous Revenue	106,484	22,129	2,134	1,570	2,145	2,284	6,679	1,584	11,670	1,196	22,119	2,145	3,454	10,661	-	222,368	
Total Revenue	2,224,509	292,673	182,028	28,593	21,451	203,325	268,249	148,139	765,865	17,654	1,414,379	10,044	116,963	13,097	-	-	5,709,104
Expenditures																	
Personnel	1,267,922	58,015	-	-	-	-	-	-	344,737	-	244,842	-	40,182	-	-	-	1,955,698
Materials & Services	1,273,856	155,068	-	13,000	-	22,487	261,570	-	340,911	-	376,745	-	36,877	-	-	-	2,480,513
Capital Outlay	46,902	-	43,835	-	440,487	4,489	6,935	-	46,353	22,749	1,000	294,432	-	-	-	-	907,182
Debt Service	-	-	129,422	-	59,893	-	-	150,143	-	-	-	645,584	-	-	-	-	985,042
Total Expenditures	2,588,680	213,083	173,258	13,000	500,379	26,976	268,505	150,143	732,001	22,749	622,587	940,016	77,059	-	-	-	6,328,436
Excess (deficiency) of Revenue over Expenditures	(364,170)	79,590	8,770	2,134	(478,928)	176,349	(256)	(2,004)	33,864	(5,095)	791,793	(929,972)	39,904	13,097	(619,332)	-	(619,332)
Other Financing Sources (In)	220,272	-	70,000	48,000	315,056	65,000	55,000	-	-	110,000	-	790,000	-	20,000	-	-	1,590,328
Other Financing Sources (Out)	25,000	83,500	-	-	-	-	-	-	192,859	181,356	804,613	-	35,000	-	-	-	1,425,328
Net Changes to Fund Balance	(168,898)	(3,910)	78,770	(32,407)	(163,872)	241,349	(55,256)	(2,004)	(158,995)	(76,452)	(12,820)	(139,972)	4,904	33,097	(454,332)	-	(454,332)
Beginning Fund Balance	259,840	143,281	243,413	45,857	314,071	(107,020)	145,815	8,711	256,478	80,352	332,296	235,741	71,887	240,320	2,320,597	-	2,320,597
Ending Fund Balance	90,941	139,371	322,183	13,451	150,199	134,330	90,559	6,707	97,483	3,901	319,475	95,769	76,791	273,416	1,866,265	-	1,866,265

City of Dundee

Statement of Revenue & Expenditures

General Fund - 001

From 6/01/2025 Through 6/30/2025

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	20,800	887,329	884,906	-0.27%	(2,423)
Franchise Fees	0	227,322	217,621	-4.46%	(9,701)
Licenses & Permits	2,380	61,349	182,000	66.29%	120,651
Intergovernmental Revenue	9,616	331,347	358,478	7.57%	27,131
Charges for Services	26,889	560,974	546,562	-2.64%	(14,412)
Fines & Forfeitures	4,015	49,704	42,329	-17.42%	(7,375)
Miscellaneous Revenue	7,126	106,484	103,752	-2.63%	(2,732)
Total REVENUE	<u>70,826</u>	<u>2,224,509</u>	<u>2,335,648</u>	<u>4.76%</u>	<u>111,139</u>
EXPENDITURES (by Department)					
01 - Admin / Finance	43,656	655,661	619,703	-5.80%	(35,958)
02 - Court	3,140	39,239	39,277	0.10%	38
03- Community Development	29,692	208,565	234,665	11.12%	26,100
04 - Police Department	48,997	587,959	588,000	0.01%	41
05 - Fire Department	66,429	1,097,256	1,108,674	1.03%	11,418
Total EXPENDITURES	<u>191,913</u>	<u>2,588,680</u>	<u>2,590,319</u>	<u>0.06%</u>	<u>1,639</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(121,087)</u>	<u>(364,170)</u>	<u>(254,671)</u>	<u>-43.00%</u>	<u>109,499</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	8,100	220,272	233,000	5.46%	12,728
Transfers Out	0	25,000	25,000	0.00%	0
Other Uses	0	0	0	0.00%	0
Total OTHER FINANCING SOURCES (USES)	<u>8,100</u>	<u>195,272</u>	<u>208,000</u>	<u>6.12%</u>	<u>12,728</u>
NET CHANGE IN FUND BALANCE	<u>(112,987)</u>	<u>(168,898)</u>	<u>(46,671)</u>	<u>-261.89%</u>	<u>122,227</u>
BEGINNING FUND BALANCE	203,928	259,840	232,358	11.83%	27,482
ENDING FUND BALANCE	<u>90,941</u>	<u>90,941</u>	<u>185,687</u>	<u>-51.02%</u>	<u>(94,746)</u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Admin/Finance - 01
 From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	18,551	220,000	220,051	0.02%	51
Personnel Benefits	7,986	109,177	119,552	8.68%	10,375
Total Personnel Services	<u>26,536</u>	<u>329,177</u>	<u>339,603</u>	<u>3.07%</u>	<u>10,426</u>
Materials & Services					
Supplies	208	3,843	5,000	23.13%	1,157
Professional Services	12,741	226,956	184,000	-23.35%	(42,956)
Contractual Services	184	2,205	4,000	44.86%	1,795
Travel & Training	0	17,141	10,500	-63.25%	(6,641)
Insurance	0	22,428	23,600	4.97%	1,172
Regulatory Requirements	0	1,135	700	-62.12%	(435)
Utilities	584	7,950	8,300	4.22%	350
Repairs & Maintenance	1,419	18,644	23,500	20.66%	4,856
Other Materials & Services	1,983	16,695	6,500	-156.85%	(10,195)
Total Materials & Services	<u>17,119</u>	<u>316,999</u>	<u>266,100</u>	<u>-19.13%</u>	<u>(50,899)</u>
Capital Outlay	0	9,485	14,000	32.25%	4,515
Total ADMIN/FINANCE EXPENDITURES	<u><u>43,656</u></u>	<u><u>655,661</u></u>	<u><u>619,703</u></u>	<u><u>-5.80%</u></u>	<u><u>(35,958)</u></u>

City of Dundee

Statement of Revenue & Expenditures

General Fund - 001 Court - 02

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	1,425	17,657	16,809	-5.05%	(848)
Personnel Benefits	915	10,981	10,248	-7.16%	(733)
Total Personnel Services	<u>2,340</u>	<u>28,639</u>	<u>27,057</u>	<u>-5.85%</u>	<u>(1,582)</u>
Materials & Services					
Supplies	0	105	120	12.35%	15
Professional Services	120	2,165	2,200	1.59%	35
Contractual Services	550	5,850	7,000	16.43%	1,150
Travel & Training	37	1,640	1,100	-49.05%	(540)
Other Materials & Services	92	841	800	-5.12%	(41)
Total Materials & Services	<u>799</u>	<u>10,601</u>	<u>11,220</u>	<u>5.52%</u>	<u>619</u>
Capital Outlay	0	0	1,000		1,000
Total COURT EXPENDITURES	<u><u>3,140</u></u>	<u><u>39,239</u></u>	<u><u>39,277</u></u>	<u><u>0.10%</u></u>	<u><u>38</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Community Development - 03
 From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	1,272	15,925	9,678	-64.55%	(6,247)
Personnel Benefits	845	10,409	7,537	-38.11%	(2,872)
Total Personnel Services	<u>2,116</u>	<u>26,334</u>	<u>17,215</u>	<u>-52.97%</u>	<u>(9,119)</u>
Materials & Services					
Supplies	0	316	300	-5.46%	(16)
Professional Services	23,813	160,741	110,500	-45.47%	(50,241)
Contractual Services	2,058	16,581	100,000	83.42%	83,419
Travel & Training	0	1,652	2,750	39.91%	1,098
Other Materials & Services	1,705	2,939	1,400	-109.94%	(1,539)
Total Materials & Services	<u>27,576</u>	<u>182,230</u>	<u>214,950</u>	<u>15.22%</u>	<u>32,720</u>
Capital Outlay					
Computer - HW / SW	0	0	2,500	0.00%	2,500
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0.00%</u>	<u>2,500</u>
Total COMMUNITY DEVELOPMENT EXPENDITURES	<u>29,692</u>	<u>208,565</u>	<u>234,665</u>	<u>11.12%</u>	<u>26,100</u>

City of Dundee

Statement of Revenue & Expenditures

General Fund - 001 Police Dept - 04

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	48,997	587,959	588,000	0.01%	41
Total Materials & Services	<u>48,997</u>	<u>587,959</u>	<u>588,000</u>	<u>0.01%</u>	<u>41</u>
Total POLICE DEPT EXPENDITURES	<u><u>48,997</u></u>	<u><u>587,959</u></u>	<u><u>588,000</u></u>	<u><u>0.01%</u></u>	<u><u>41</u></u>

City of Dundee

Statement of Revenue & Expenditures

General Fund - 001 Fire Dept - 05

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	37,622	622,417	630,329	1.26%	7,912
Personnel Benefits	18,170	261,355	262,545	0.45%	1,190
Total Personnel Services	55,792	883,771	892,874	1.02%	9,103
Materials & Services					
Supplies	2,243	24,876	25,000	0.50%	124
Professional Services	60	7,107	9,000	21.03%	1,893
Contractual Services	109	38,001	37,521	-1.28%	(480)
Travel & Training	1,044	12,162	10,000	-21.62%	(2,162)
Insurance	0	22,983	22,000	-4.47%	(983)
Regulatory Requirements	1,760	11,199	10,000	-11.99%	(1,199)
Utilities	1,995	28,519	28,653	0.47%	134
Repairs & Maintenance	2,708	28,542	29,757	4.08%	1,215
Other Materials & Services	399	2,678	3,103	13.70%	425
Total Materials & Services	10,319	176,067	175,034	-0.59%	(1,033)
Capital Outlay	319	37,418	40,766	8.21%	3,349
Total FIRE DEPT EXPENDITURES	66,429	1,097,256	1,108,674	1.03%	11,418

City of Dundee
Statement of Revenue & Expenditures
Street Fund - 110
From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remainingg	Total Budget Variance
REVENUES					
Taxes	2,604	21,787	20,000	-8.94%	(1,787)
Intergovernmental Revenue	23,272	264,078	260,000	-1.57%	(4,078)
Miscellaneous Revenue	530	6,808	5,000	-36.16%	(1,808)
Total REVENUE	26,406	292,673	285,000	-2.69%	(7,673)
EXPENDITURES					
Personnel Services	4,649	58,015	61,118	5.08%	3,103
Material & Services					
Supplies	164	5,425	6,000	9.59%	575
Professional Services	30	12,499	32,000	60.94%	19,501
Travel & Training	0	82	500	83.60%	418
Insurance	0	4,802	4,500	-6.70%	(302)
Regulatory Requirements	42	97	150	35.35%	53
Utilities	3,260	39,160	37,600	-4.15%	(1,560)
Repairs & Maintenance	3,435	72,950	139,100	47.56%	66,150
Interfund Services	1,663	20,000	20,000	0.00%	0
Other Materials & Services	0	53	100	47.49%	47
Total Materials & Services	8,594	155,068	239,950	35.37%	84,882
Capital Outlay	0	0	0	0.00%	0
Total EXPENDITURES	13,243	213,083	301,068	29.22%	87,985
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	13,163	79,590	(16,068)	595.33%	(95,658)
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	83,500	83,500	0.00%	0
Other Uses	0	0	10,000	100.00%	10,000
Total OTHER FINANCING SOURCES (USES)	0	83,500	93,500	10.70%	10,000
NET CHANGE IN FUND BALANCE	13,163	(3,910)	(109,568)	96.43%	(105,658)
BEGINNING FUND BALANCE	126,208	143,281	146,534	2.22%	3,253
ENDING FUND BALANCE	139,371	139,371	36,966	-277.02%	(102,405)

City of Dundee

Statement of Revenue & Expenditures

Street CIP Fund - 111

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	0	59,899	64,000	6.41%	4,101
Intergovernmental Revenue	0	100,000	0	#DIV/0!	(100,000)
Miscellaneous Revenue	1,226	22,129	153,000	85.54%	130,871
Total REVENUE	<u>1,226</u>	<u>182,028</u>	<u>217,000</u>	<u>16.12%</u>	<u>34,972</u>
EXPENDITURES					
Capital Outlay	19,620	43,835	30,000	-46.12%	(13,835)
Debt Service	20,373	129,422	129,407	-0.01%	(15)
Total EXPENDITURES	<u>39,993</u>	<u>173,258</u>	<u>159,407</u>	<u>-8.69%</u>	<u>(13,851)</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(38,767)</u>	<u>8,770</u>	<u>57,593</u>	<u>84.77%</u>	<u>48,823</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	0	0.00%	0
Transfers In	0	70,000	70,000	0.00%	0
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>70,000</u>	<u>70,000</u>	<u>0.00%</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	<u>(38,767)</u>	<u>78,770</u>	<u>127,593</u>	<u>38.26%</u>	<u>48,823</u>
BEGINNING FUND BALANCE	360,950	243,413	336,930	27.76%	93,517
ENDING FUND BALANCE	<u>322,183</u>	<u>322,183</u>	<u>464,523</u>	<u>30.64%</u>	<u>142,340</u>

City of Dundee

Statement of Revenue & Expenditures

Street Reserve Fund - 112

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	197	2,134	1,300	-64.18%	(834)
Total REVENUE	<u>197</u>	<u>2,134</u>	<u>1,300</u>	<u>-64.18%</u>	<u>(834)</u>
EXPENDITURES					
Capital Outlay	0	0	50,637	100.00%	50,637
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>50,637</u>	<u>100.00%</u>	<u>50,637</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>197</u>	<u>2,134</u>	<u>(49,337)</u>	<u>104.33%</u>	<u>(51,471)</u>
NET CHANGE IN FUND BALANCE	<u>197</u>	<u>2,134</u>	<u>(49,337)</u>	<u>104.33%</u>	<u>(51,471)</u>
BEGINNING FUND BALANCE	51,493	49,556	49,337	-0.44%	(219)
ENDING FUND BALANCE	<u><u>51,690</u></u>	<u><u>51,690</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>(51,690)</u></u>

City of Dundee

Statement of Revenue & Expenditures

State Revenue Sharing Fund - 122

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	-	27,023	33,000	18.11%	5,977
Miscellaneous Revenue	51	1,570	1,000	-57.02%	(570)
Total REVENUE	51	28,593	34,000	15.90%	5,407
EXPENDITURES					
Material & Services					
Professional Services	0	0	0	0.00%	0
Contractual	0	13,000	13,000	0.00%	0
Total Materials & Services	0	13,000	13,000	0.00%	0
Capital Outlay	0	0	1,000	100.00%	1,000
Total EXPENDITURES	0	13,000	14,000	7.14%	1,000
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	51	15,593	20,000	22.03%	4,407
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	48,000	68,000	0.00%	20,000
Total OTHER FINANCING SOURCES (USES)	0	48,000	68,000	0.00%	20,000
NET CHANGE IN FUND BALANCE	51	(32,407)	(48,000)	32.49%	(15,593)
BEGINNING FUND BALANCE	13,399	45,857	52,802	13.15%	6,945
ENDING FUND BALANCE	13,451	13,451	4,802	-180.08%	(8,648)

City of Dundee

Statement of Revenue & Expenditures

Equipment Reserve Fund - 127

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	188	21,451	5,000	-329.02%	(16,451)
Total REVENUE	188	21,451	5,000	-329.02%	(16,451)
EXPENDITURES					
Capital Outlay	4,791	440,487	440,000	-0.11%	(487)
Debt Service	0	59,893	59,893	0.00%	0
Total EXPENDITURES	4,791	500,379	499,893	-0.10%	(487)
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(4,602)	(478,928)	(494,893)	3.23%	(15,964)
OTHER FINANCING SOURCES (USES)					
Transfers In	0	133,700	133,700	0.00%	0
Interfund Loans Advanced	100,694	181,356	180,663	0.00%	(694)
Loan Proceeds	0	0	0	0.00%	0
Transfers Out - General Ledger	0	0	(90,000)	0.00%	0
Total OTHER FINANCING SOURCES (USES)	100,694	315,056	224,363	0.00%	(90,694)
NET CHANGE IN FUND BALANCE	96,092	(163,872)	(270,530)	-81.01%	73,342
BEGINNING FUND BALANCE	54,107	314,071	310,924	-1.01%	(3,147)
ENDING FUND BALANCE	150,199	150,199	40,394	-271.84%	(109,805.37)

City of Dundee

Statement of Revenue & Expenditures

Parks Fund - 131

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	201,041	150,000	-34.03%	-51,041
Miscellaneous Revenue	511	2,284	2,500	8.62%	216
Total REVENUE	511	203,325	152,500	-33.33%	-50,825
EXPENDITURES					
Materials & Services					
Professional Services	0	4,501	2,000	-125.05%	-2,501
Repairs & Maintenance	1,655	17,986	61,000	70.52%	43,014
Total Materials & Services	1,655	22,487	63,000	64.31%	40,513
Capital Outlay	0	4,489	260,000	98.27%	255,511
Total EXPENDITURES	1,655	26,976	323,000	91.65%	296,024
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(1,144)	176,349	(170,500)	203.43%	-346,849
OTHER FINANCING SOURCES (USES)					
Transfers In	0	65,000	70,000	0.00%	5,000
Total OTHER FINANCING SOURCES (USES)	0	65,000	70,000	0.00%	5,000
NET CHANGE IN FUND BALANCE	(1,144)	241,349	(100,500)	340.15%	-341,849
BEGINNING FUND BALANCE	135,474	(107,020)	112,043	195.52%	219,063
ENDING FUND BALANCE	134,330	134,330	11,543	-869.28%	(100,345)

City of Dundee

Statement of Revenue & Expenditures

Tourism Fund - 151

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	13,376	175,714	200,000	12.14%	24,286
Intergovernmental Revenue	0	85,856	85,000	-1.01%	(856)
Miscellaneous Revenue	345	6,679	6,000	-11.32%	(679)
Total REVENUE	13,720	268,249	291,000	7.82%	22,751
EXPENDITURES					
Materials & Services					
Professional Services	0	3,965	0	0.00%	(3,965)
Contractual Services	30,905	257,605	275,000	226,700	17,395
Repairs & Maintenance	0	0	60,000	0.00%	60,000
Total Materials & Services	30,905	261,570	335,000	21.92%	73,430
Capital Outlay	0	6,935	60,000	88.44%	53,065
Total EXPENDITURES	30,905	268,505	395,000	32.02%	126,495
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(17,185)	(256)	(104,000)	99.75%	(103,744)
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	55,000	60,000	8.33%	5,000
NET CHANGE IN FUND BALANCE	(17,185)	(55,256)	(164,000)	66.31%	(108,744)
BEGINNING FUND BALANCE	107,744	145,815	221,140	34.06%	75,325
ENDING FUND BALANCE	90,559	90,559	57,140	-58.49%	(33,419)

City of Dundee

Statement of Revenue & Expenditures

Bonded Debt - 310

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,355	146,555	156,000	6.05%	9,445
Miscellaneous Revenue	26	1,584	1,000	-58.37%	(584)
Total REVENUE	2,380	148,139	157,000	5.64%	8,861
EXPENDITURES					
Debt Service	0	150,143	150,143	0.00%	0
Total EXPENDITURES	0	150,143	150,143	0.00%	0
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	2,380	(2,004)	6,857	129.23%	8,861
NET CHANGE IN FUND BALANCE	2,380	(2,004)	6,857	129.23%	8,861
BEGINNING FUND BALANCE	4,326	8,711	33,151	73.72%	24,440
ENDING FUND BALANCE	6,707	6,707	40,008	83.24%	33,301

City of Dundee

Statement of Revenue & Expenditures

Water Fund - 431

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remainingg	Total Budget Variance
REVENUES					
Charges for Services	53,205	754,195	766,600	1.62%	12,405
Miscellaneous Revenue	371	11,670	10,000	-16.70%	(1,670)
Total REVENUE	53,576	765,865	776,600	1.38%	10,735
EXPENDITURES					
Personnel Services	28,669	344,737	344,772	0.01%	35
Materials & Services					
Supplies	353	19,707	23,150	14.87%	3,443
Professional Services	149	20,341	10,000	-103.41%	(10,341)
Contractual Services	844	7,543	25,000	69.83%	17,457
Travel & Training	400	2,625	3,350	21.64%	725
Insurance	0	15,847	16,000	0.96%	153
Regulatory Requirements	7,363	27,290	17,200	-58.66%	(10,090)
Utilities	5,245	64,484	64,550	0.10%	66
Repairs & Maintenance	5,028	30,249	45,700	33.81%	15,451
Interfund Services	11,663	140,000	140,000	0.00%	0
Other Materials & Services	1,112	12,825	12,100	-5.99%	(725)
Total Materials & Services	32,158	340,911	357,050	4.52%	16,139
Capital Outlay	5,055	46,353	64,000	0.00%	17,647
Total EXPENDITURES	65,883	732,001	765,822	4.42%	33,821
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(12,307)	33,864	10,778	-214.20%	(23,086)
OTHER FINANCING SOURCES (USES)					
Transfers Out	2,610	192,859	199,200	3.18%	6,341
Other Uses	0	0	11,000	100.00%	11,000
Total OTHER FINANCING SOURCES (USES)	2,610	192,859	210,200	8.25%	17,341
NET CHANGE IN FUND BALANCE	(14,916)	(158,995)	(199,422)	20.27%	(40,427)
BEGINNING FUND BALANCE	112,399	256,478	240,156	-6.80%	(16,321)
ENDING FUND BALANCE	97,483	97,483	40,734	-139.31%	(56,749)

City of Dundee

Statement of Revenue & Expenditures

Water CIP Fund - 432

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	7,413	16,458	85,000	80.64%	68,542
Miscellaneous Revenue	(1,862)	1,196	513,000	99.77%	511,804
Total REVENUE	5,551	17,654	598,000	97.05%	580,346
EXPENDITURES					
Capital Outlay	0	22,749	580,000	96.08%	557,251
Debt Service	0	0	0	0.00%	0
Total EXPENDITURES	0	22,749	580,000	96.08%	557,251
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	5,551	(5,095)	18,000	128.31%	23,095
OTHER FINANCING SOURCES (USES)					
Transfers In	0	110,000	110,000	0.00%	0
Interfund Loans Advanced	100,694	181,356	180,663	-0.38%	-694
Total OTHER FINANCING SOURCES (USES)	(100,694)	(71,356)	(70,663)	-0.98%	694
NET CHANGE IN FUND BALANCE	(95,143)	(76,452)	(52,663)	-45.17%	23,789
BEGINNING FUND BALANCE	99,043	80,352	57,029	-40.90%	-23,323
ENDING FUND BALANCE	3,901	3,901	4,367	10.68%	466

City of Dundee

Statement of Revenue & Expenditures

Sewer Fund - 441

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	109,815	1,392,260	1,400,000	0.55%	7,740
Miscellaneous Revenue	1,216	22,119	9,000	-145.77%	(13,119)
Total REVENUE	111,030	1,414,379	1,409,000	-0.38%	(5,379)
EXPENDITURES					
Personnel Services	20,062	244,842	284,598	13.97%	39,756
Materials & Services					
Supplies	1,011	23,355	34,000	31.31%	10,645
Professional Services	299	12,572	47,000	73.25%	34,428
Contractual Services	0	437	1,000	56.32%	563
Travel & Training	0	858	3,350	74.38%	2,492
Insurance	0	32,546	35,100	7.28%	2,554
Regulatory Requirements	4,610	6,377	9,000	29.15%	2,623
Utilities	9,071	106,350	116,500	8.71%	10,150
Repairs & Maintenance	3,293	61,597	159,725	61.44%	98,128
Interfund Services	10,000	120,000	120,000	0.00%	0
Other Materials & Services	1,112	12,653	13,000	2.67%	347
Total Materials & Services	29,395	376,745	538,675	30.06%	161,930
Capital Outlay	0	1,000	5,500	81.82%	4,500
Total EXPENDITURES	49,457	622,587	828,773	24.88%	206,186
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	61,573	791,793	580,227	-36.46%	(211,566)
OTHER FINANCING SOURCES (USES)					
Transfers Out	5,491	804,613	910,000	11.58%	105,387
Other Uses	0	0	0	0.00%	0
Total OTHER FINANCING SOURCES (USES)	5,491	804,613	910,000	11.58%	105,387
NET CHANGE IN FUND BALANCE	56,082	(12,820)	(329,773)	96.11%	(316,953)
BEGINNING FUND BALANCE	263,393	332,296	381,428	-12.88%	(49,133)
ENDING FUND BALANCE	319,475	319,475	51,655	518.48%	267,820

City of Dundee

Statement of Revenue & Expenditures

Sewer CIP Fund - 442

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	876	7,899	108,000	92.69%	100,101
Miscellaneous Revenue	22	2,145	10,000	78.56%	7,856
Total REVENUE	<u>898</u>	<u>10,044</u>	<u>118,000</u>	<u>91.49%</u>	<u>107,956</u>
EXPENDITURES					
Capital Outlay	0	294,432	295,000	0.19%	568
Debt Service	0	645,584	647,874	0.35%	2,290
Total EXPENDITURES	<u>0</u>	<u>940,016</u>	<u>942,874</u>	<u>0.30%</u>	<u>2,858</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>898</u>	<u>(929,972)</u>	<u>(824,874)</u>	<u>-12.74%</u>	<u>105,098</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	700,000	790,000	11.39%	90,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>700,000</u>	<u>790,000</u>	<u>11.39%</u>	<u>90,000</u>
NET CHANGE IN FUND BALANCE	<u>898</u>	<u>(229,972)</u>	<u>(34,874)</u>	<u>-559.44%</u>	<u>195,098</u>
BEGINNING FUND BALANCE	4,871	235,741	483,615	51.25%	247,874
ENDING FUND BALANCE	<u><u>5,769</u></u>	<u><u>5,769</u></u>	<u><u>448,741</u></u>	<u><u>98.71%</u></u>	<u><u>442,972</u></u>

City of Dundee

Statement of Revenue & Expenditures

Storm Water Fund - 451

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	9,740	113,509	111,500	-1.80%	(2,009)
Miscellaneous Revenue	292	3,454	3,000	-15.14%	(454)
Total REVENUE	10,032	116,963	114,500	-2.15%	(2,463)
EXPENDITURES					
Personnel Services	3,301	40,182	41,344	2.81%	1,162
Materials & Services					
Supplies	101	2,779	2,400	-15.80%	(379)
Professional Services	2,709	15,361	25,600	40.00%	10,239
Travel & Training	0	41	100	59.00%	59
Insurance	0	724	700	-3.45%	(24)
Regulatory Requirements	21	48	150	67.67%	102
Utilities	146	1,751	1,850	5.33%	99
Repairs & Maintenance	109	2,125	3,000	29.18%	875
Interfund Services	1,163	14,000	14,000	0.00%	0
Other Materials & Services	3	47	100	52.79%	53
Total Materials & Services	4,252	36,877	47,900	23.01%	11,023
Total EXPENDITURES	7,553	77,059	89,244	13.65%	12,185
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	2,479	39,904	25,256	-58.00%	(14,648)
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	35,000	35,000	0.00%	0
Other Uses	0	0	2,000	100.00%	2,000
Total OTHER FINANCING SOURCES (USES)	0	35,000	37,000	5.41%	2,000
NET CHANGE IN FUND BALANCE	2,479	4,904	(11,744)	141.76%	(16,648)
BEGINNING FUND BALANCE	74,312	71,887	74,822	3.92%	2,935
ENDING FUND BALANCE	76,791	76,791	63,078	-21.74%	(13,713)

City of Dundee

Statement of Revenue & Expenditures

Storm Water CIP Fund - 452

From 6/01/2025 Through 6/30/2025

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	2,436	170,000	98.57%	167,564
Miscellaneous Revenue	1,041	10,661	7,000	-52.30%	-3,661
Total REVENUE	<u>1,041</u>	<u>13,097</u>	<u>177,000</u>	<u>92.60%</u>	<u>163,903</u>
EXPENDITURES					
Capital Outlay	0	0	115,000	100.00%	115,000
Debt Service	0	0	0	0.00%	0
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>115,000</u>	<u>100.00%</u>	<u>115,000</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>1,041</u>	<u>13,097</u>	<u>62,000</u>	<u>78.88%</u>	<u>48,903</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	20,000	20,000	0.00%	0
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0.00%</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	<u>1,041</u>	<u>33,097</u>	<u>82,000</u>	<u>0.00%</u>	<u>48,903</u>
BEGINNING FUND BALANCE	272,376	240,320	247,716	0.00%	7,396
ENDING FUND BALANCE	<u><u>273,416</u></u>	<u><u>273,416</u></u>	<u><u>329,716</u></u>	<u><u>17.08%</u></u>	<u><u>56,300</u></u>



Date: July 25th, 2025

To: City Council
cc: Steve Dahl

Our WWTP needs urgent repairs, as you know we had 2 of our blowers replaced late last year and while they helped tremendously to make it through the later part of winter and spring the remaining blowers are failing repeatedly like the others before they went out, and we have lost one completely recently.

Rather than removing our existing blowers and shipping them to the factory in California to be rebuilt, the opportunity to have our blowers rebuilt here in place by a certified technician means a lower cost to the city.

Attached is a quote from Aerzen for the upgrades at a cost of \$58,505.62

Work would be completed in a month or so.

This is budgeted from the repair and maintenance line item.

Respectfully requesting approval.

Chuck Simpson
Public Works Superintendent



AERZEN

Compressed air, gas
and vacuum solutions

Dundee WWTP
Att.: Chuck Simpson
23310 NE Fulquatz Landing Rd
DUNDEE, OR 97115
USA

Aerzen USA Corporation
108 Independence Way
Coatesville, PA 19320-1653
USA

www.aerzen.com
Phone: 610-380-0244



Quotation

Quote no. SEQ-25-002345/ 0
Date: 07/11/25
Quote Expiration date: 08/10/25
Salesperson: Tom McCurdy

Payment Terms: Net 30 days

Your account no.: 21-03423
Phone number: +15035386700
Fax No.: +15032094988

This order is governed by Aerzen USA Corp. Terms and Conditions of Sale of Goods and Services. Any terms or conditions provided by Buyer that conflict with, or are in addition to, Aerzen's Terms and Conditions are expressly rejected unless explicitly agreed to in writing by Aerzen. Please be advised that the quoted prices are contingent upon current market conditions and may be subject to change. In anticipation of potential new tariffs and/or associated fees on imported products, we reserve the right at any time to adjust our prices accordingly. We will inform you of any changes as soon as they are confirmed.

Serial No. TB25-3120009 Service Items SEI-005897
Item No.: 21-TB025-08S, Package, Turbo Blower (TB025) Type A

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	21-009298-025 G3 Turbo IG5.1 Conversion Kit	1	each	11,221.00	11,221.00

Serial No. TB50-3120011 Service Items SEI-005898
Item No.: 21-TB050-08S, Package, Turbo Blower (TB050) Type A

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	21-009298-050 G3 Turbo IG5.1 Conversion Kit	1	each	12,413.00	12,413.00

Serial No. TB50-3120013 Service Items SEI-005901
Item No.: 21-TB050-08S, Package, Turbo Blower (TB050)

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
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Bank	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Routing	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Account No	021000021	PO Box 21920	Intermediary Bank: COBADEFF
SWIFT	350056393	New York, NY 10087-1920	150113606800EUR
Remittance email	CHASUS33	USA	COBAUS3X
	remittance-usa@aerzen.com	41/57	remittance-usa@aerzen.com



AERZEN

Compressed air, gas
and vacuum solutions

Quote no. SEQ-25-002345/ 0

Page 2 / 2

21-009298-050	1	each	12,413.00	12,413.00
G3 Turbo IG5.1 Conversion Kit				

Labor & Freight

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
		1		0.00	0.00
	FREIGHT pp&add				
	OH_CUSTOM	1	each	9,750.00	9,750.00
	IG3 To IG5 Onsite Conversions of 3 units				
	041-030342	1	each	2,708.62	2,708.62
	HMI - to be programmed onsite				

TUV Certification

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
		1		10,000.00	10,000.00
	TUV Onsite Tests & Certification (Estimate/to be confirmed but expected to be close to \$10k)				

Total USD Excl. TAX	58,505.62
Tax Amount	0.00
Total USD Incl. TAX	58,505.62

Ship-to Address:
 Dundee WWTP
 23310 NE Fulquartz Landing Rd
 DUNDEE, OR 97115
 USA

For questions on this order, please contact your Regional Service Coordinator.

Aerzen USA Corporation

Bank	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Routing	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Account No	021000021	PO Box 21920	Intermediary Bank: COBADEFF
SWIFT	350056393	New York, NY 10087-1920	150113606800EUR
Remittance email	CHASUS33	USA	COBAUS3X
	remittance-usa@aerzen.com	42/57	remittance-usa@aerzen.com

RESOLUTION NO. 2025-13

City of Dundee

A RESOLUTION AUTHORIZING A SOLE SOURCE EXEMPTION

WHEREAS, the City Council of the City of Dundee (City) is the Local Contract Review Board (LCRB), pursuant to ORS 279A.060 and DMC 3.12.010(B);

WHEREAS, ORS 279B.075 allows the City to undertake sole source procurements under certain circumstances; and

WHEREAS, the equipment for the City's Wastewater Treatment Plant facility was installed by Aerzen with Aerzen proprietary equipment in 2012;

WHEREAS, the City has a long-standing contractual relationship with Aerzen to service the City's Aerzen proprietary wastewater treatment equipment;

WHEREAS, Aerzen is the only known field service team that provides comprehensive service, repairs, and maintenance in the field, without the need to ship the equipment off-site and incur costly downtime and disruption;

WHEREAS, the blowers on the City's WWTP are in need of refurbishment on-site work, field inspections, with the ability to verify the success of the repairs in the field is necessary for the efficient utilization of City resources;

WHEREAS, the City will caused notice to be published in a newspaper of general circulation within the City of the sole source procurement, and will not finally award or execute a contract with Aerzen until at least seven (7) days after publication has elapsed, during which time any affected person may submit a protect regarding the City's sole source determination.

NOW THEREFORE, the City of Dundee resolves as follows:

1. Findings. The above findings are hereby adopted as a basis for this decision by the City Council for the City of Dundee.
2. Sole Source Procurement. The City Council of Dundee, acting as the local contract review board, hereby conditionally authorizes the City Manager to enter into a service contract with Aerzen to perform repairs to the blowers and routine maintenance inspections in the amount of no more than \$100,000 pursuant to ORS 279B.075. Award will be the final and execution of a services contract may occur subject to the City either: (1) not receiving any protect by 7 days from the date the

advertisement described above is posted or, (2) denying in writing any protests timely received.

3. Contract Execution. The Council Authorizes the City Administrator to enter into contracts or associated documentation, consistent with this Resolution.

Passed by the City Council on the 5th day of August 2025

Approved:

David Ford, Mayor

Attest:

Steve Dahl, City Administrator

AGENDA REPORT

To: Mayor Ford and City Council
From: Steve Dahl, City Administrator
Date: August 5, 2025
Reason: Copier Lease

Background:

On July 31, 2025, the City's lease with Ricoh for the City Hall copier ended. Staff would like to continue using Ricoh as their copier provider. The copier is fully set up, functioning properly, and able to make copies and scan documents directly into individual email accounts.

The agreement would be for a term of 60 months at a monthly cost of \$207.01. This price includes toner and necessary machine service. The cost per black and white copy is \$0.0066, and the cost per color copy is \$0.0509. This is an increase of \$10.00 a month in the lease cost.

Motion: I move to approve authorizing the city manager to sign the lease agreement with Ricoh for copier services.



ORDER AGREEMENT

Sales Type: LEASE

Master Maintenance and Sale Agreement Number: MMSA32298035

Master Maintenance and Sale Agreement Date:

EQUIPMENT BILL TO INFORMATION

Customer Legal Name: CITY OF DUNDEE		
Address Line 1: PO BOX 220		Contact: Melissa Lemen
Address Line 2:		Phone: (503)538-3922
City: DUNDEE		E-mail: melissa.lemen@dundeecity.org
ST/Zip: OR / 97115-0220	County: YAMHILL	Fax:

<input type="checkbox"/>	PO Included PO#
<input type="checkbox"/>	Sales Tax Exempt (Attach Valid Exemption Certificate)
<input type="checkbox"/>	Syndication
<input type="checkbox"/>	PS Service (Subject to and governed by additional Terms and Conditions)
<input type="checkbox"/>	IT Service (Subject to and governed by additional Terms and Conditions)

<input type="checkbox"/>	TS PO# (if applicable) _
<input type="checkbox"/>	Add to Existing Service Contract #
<input checked="" type="checkbox"/>	Fixed Rate Service Term <u>60 Months</u>
<input type="checkbox"/>	Annual Escalation (after initial Fixed term) 4.5%

This is an Order made pursuant to the terms and conditions of the above referenced Master Agreement(s) between Customer and Ricoh USA, Inc. The signature below indicates that the customer accepts all terms and conditions of the applicable Master Agreement(s) for this sale, all of which are incorporated herein by reference and made part of this Order. This Order is not valid unless and until signed by and Authorized Signatory of Ricoh USA, Inc.

SERVICE INFORMATION

SERVICE BILL TO INFORMATION

Customer Legal Name: CITY OF DUNDEE		
Address Line 1: PO BOX 220		Contact: Melissa Lemen
Address Line 2:		Phone: (503)538-3922
City: DUNDEE		E-mail: melissa.lemen@dundeecity.org
ST/Zip: OR /97115-0220	County: YAMHILL	Fax:

Service Term (Months)	Base Billing Frequency	Overage Billing Frequency	Service Type
60	MONTHLY	MONTHLY	GOLD

SHIP TO / PRODUCT INFORMATION

Product Description	QTY	Service Level	11 x 17	B/W Allowance MONTHLY	B/W Ovg	Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Ship To / Equipment Address Contact Info
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	0	.0066	0	.0509	\$0.00	620 SW 5TH ST DUNDEE OR 97115-9642 US Melissa Lemen (503)538-3922 melissa.lemen@dundeecity.org



BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION	
BASIC CONNECTIVITY / PS / IT Services Description	QTY
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1
TS NETWORK & SCAN - SEG BC4	1

ORDER TOTALS		
Service Type Offerings:	Product Total:	
Gold: Includes all supplies and staples. Excludes paper.	BASIC CONNECTIVITY / PS / IT Services :	
Silver: Includes all supplies. Excludes paper and staples.	BuyOut After Promotions:	
Bronze: Parts and labor only. Excludes paper, staples and supplies.	Grand Total: (Excludes Tax)	
Additional Provisions: <i>Insert ANY additional provisions here</i>		
Order is subject to NASPO Contract #187846 & 10700-00035484		

<p>Accepted by Customer</p> <p>By: X _____ <i>Authorized Signer Signature</i></p> <p>Printed Name: Steve Dahl _____</p> <p>Title: City Administrator _____ Date: _____</p>	<p>Accepted: Ricoh USA, Inc.</p> <p>By: _____ <i>Authorized Signer Signature</i></p> <p>Printed Name: _____</p> <p>Title: _____ Date: _____</p>
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EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION

Customer Name:	CITY OF DUNDEE		
Contact Name:	Melissa Lemen	Phone:	(503)538-3922
Address:	620 SW 5TH ST	City:	DUNDEE
State:	OR	Zip:	97115-9642
		Fax/Email:	melissa.lemen@dundeecity.org

Make	Model	Serial Number
	IMC4500	3120R401262 / C86297373

This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option

This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("Ricoh") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, (2) the request shall be governed by this Authorization, and (3) Ricoh may accept this Authorization by either its signature or by commencing performance (e.g. equipment removal, initiating Services, etc.). Each party agrees that electronic signatures of the parties on this Authorization will have the same force and effect as manual signature. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer's business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) (collectively, "Losses") arising therefrom or related thereto.

Equipment Removal (Leased by Customer). In addition to the terms and conditions set forth above, the following terms and conditions shall apply for equipment removals of equipment leased by Customer: Except for the obligations of Ricoh to pick up and remove the identified equipment, Ricoh does not assume any obligation, payment or otherwise, under any lease agreement, which shall remain Customer's sole responsibility. As a material condition to the performance by Ricoh, Customer hereby releases Ricoh from, and shall indemnify, defend and hold Ricoh harmless from and against, any and all claims, liabilities, costs, expenses and fees arising from or relating to any breach of Customer's representations or obligations in this Authorization or of any obligation owing by Customer under its lease agreement.

<p>CUSTOMER</p> <p>By: X _____ <i>Authorized Signer Signature</i></p> <p>Printed Name : Steve Dahl _____</p> <p>Title: City Administrator Date: _____</p>	<p>Accepted by: RICOH USA, INC.</p> <p>By: _____ <i>Authorized Signer Signature</i></p> <p>Printed Name : _____</p> <p>Title: _____ Date: _____</p>
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Ricoh USA, Inc.
 300 Eagleview Blvd. Suite 200
 Exton, PA 19341

Product Schedule NASPO ValuePoint

Product Schedule Number:
Master Lease Agreement Number:

This Product Schedule with Purchase Option (this "Schedule") is between Ricoh USA, Inc. ("we" or "us") and CITY OF DUNDEE, as customer or lessee ("Customer" or "you"). This Schedule constitutes a "Schedule," "Product Schedule," or "Order Agreement," as applicable, under the (together with any amendments, attachments and addenda thereto, the "Lease Agreement") identified above, between you and _____. All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

CUSTOMER INFORMATION

CITY OF DUNDEE				Melissa Lemen			
Customer (Bill To)				Billing Contact Name			
620 SW 5TH ST				PO BOX 220			
Product Location Address				Billing Address (if different from location address)			
DUNDEE	YAMHILL	OR	97115-9642	DUNDEE	YAMHILL	OR	97115-0220
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number (503)538-3922			Billing Contact Facsimile Number		Billing Contact E-Mail Address melissa.lemen@dundeecity.org		

PRODUCT DESCRIPTION ("Product")

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	620 SW 5TH ST DUNDEE OR97115-9642 US

PAYMENT SCHEDULE

Minimum Term (months)	Minimum Payment (Without Tax)	Minimum Payment Billing Frequency	Advance Payment
60	\$207.01	MONTHLY	<input type="checkbox"/> 1 st Payment <input type="checkbox"/> 1 st & Last Payment <input type="checkbox"/> Other

Sales Tax Exempt: _____ Customer Billing Reference Number (P.O.#, etc.) _____

Addendum Attached: YES (Check if yes and indicate total number of pages:) 0

TERMS AND CONDITIONS

- The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date."
- You, the undersigned Customer, have applied to us to rent or lease the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE**, except as otherwise provided in any non-appropriation provision of the Lease Agreement, if applicable. If we accept this Schedule, you agree to rent or lease the above Product from us, and we agree to rent or lease such Product to you, on all the terms hereof, including the terms and conditions of the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.**
- Additional Provisions (if any) are: PO Subject to NASPO ValuePoint Contract #187846 and 10700-00035484

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

<p>CUSTOMER</p> <p>By: <input checked="" type="checkbox"/> _____ <i>Authorized Signer Signature</i></p> <p>Printed Name: Steve Dahl _____</p> <p>Title: City Administrator Date: _____</p>	<p>Accepted by: RICOH USA, INC.</p> <p>By: <input checked="" type="checkbox"/> _____ <i>Authorized Signer Signature</i></p> <p>Printed Name: _____</p> <p>Title: _____ Date: _____</p>
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Certificate Of Completion

Envelope Id: FF7EE6D8-C78E-4ED8-A32A-D6AF8A60FA71	Status: Delivered
Subject: Ricoh Docs for CITY OF DUNDEE to Review and Sign. Quote No 35775774, PO)	
Source Envelope:	
Document Pages: 5	Signatures: 0
Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ricoh DocuSign
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	PO Box 6117
	Macon, GA 31208
	RicohDocuSign@Ricoh-usa.com
	IP Address: 147.154.37.107

Record Tracking

Status: Original	Holder: Ricoh DocuSign	Location: DocuSign
7/22/2025 11:12:55 AM	RicohDocuSign@Ricoh-usa.com	

Signer Events

Signature	Timestamp
Steve Dahl	Sent: 7/22/2025 11:12:57 AM
Steve.Dahl@dundeecity.org	Viewed: 7/23/2025 4:28:27 PM
City Administrator	
Security Level: Email, Account Authentication (None)	

Electronic Record and Signature Disclosure:
 Accepted: 7/23/2025 4:28:27 PM
 ID: 31406310-cb21-485c-ad6f-1ceb4e87ebd1

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
Harrell Meagan	Sent: 7/22/2025 11:12:57 AM

Meagan.Harrell@ricoh-usa.com
 Security Level: Email, Account Authentication (None)



Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
Envelope Sent	7/22/2025 11:12:57 AM
Certified Delivered	7/23/2025 4:28:27 PM

Payment Events

Status	Timestamps
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Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, RICOH USA Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact RICOH USA Inc.

Please contact your Ricoh Sales Executive directly for any questions or to change your preferred contact method.

To withdraw your consent with RICOH USA Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the ‘I agree’ button below.

By checking the ‘I agree’ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify RICOH USA Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by RICOH USA Inc. during the course of my relationship with you.

RESOLUTION NO. 2025-14

A RESOLUTION ADOPTING HIRING PROCEDURES, STANDARDS, CRITERIA AND POLICY DIRECTIVES TO BE USED IN HIRING AN INTERIM CITY ADMINISTRATOR

WHEREAS, the City of Dundee (the “City”), must recruit and hire an interim City Administrator; and

WHEREAS, the City wishes to establish a process which would ensure obtaining the service of a highly qualified and experienced Interim City Administrator to serve the City for up to a six-month term while the City Council uses the opportunity to conduct a more robust recruitment process for the permanent City Administrator; and

WHEREAS, the City Council voted to use the Mid-Valley Willamette Council of Governments (the “COG”), to provide hiring consulting services, advertise the job announcement, screen applicants, and provide other assistance as needed to assist the City in the hiring process; and

WHEREAS, the interim City Administrator position will be advertised in a manner intended to solicit high quality, suitable and experienced applications from potential candidates;

WHEREAS, the City wishes to conduct certain interviews, discussions, and deliberations, in Executive Session pursuant to the authority of Oregon Revised Statutes ORS 192.660(1)(a); and

WHEREAS on August 5, 2025, the City Council provided an opportunity for public comment and input on the hiring procedures, standards, criteria or policy directives to be used in hiring an interim City Administrator.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Dundee, does hereby adopt the following procedure to hire an Interim City Administrator:

1. **Advertise.** Advertise the Job Description shown on Attachment 1 in locations generally known to apprise the public of the opportunity.
2. **Screening Candidates.**
 - a. Candidates will provide a resume and cover letter.
 - b. The COG representative will review the candidate applications and remove all non-responsive applications and determine which candidates best fit the City’s needs.
 - c. The COG representative will perform a preliminary phone interview with the candidates who best fit the job description profile, as well as any veterans

who meet the position's minimum qualifications (as required by Oregon law).

- d. The COG representative will provide the City with the results of the initial review and a selection of the top (up to) four finalists. For transparency purposes to City Council, additional qualified candidates who are not recommended as finalists will be presented to the City Council, along with the rationale for withholding a recommendation. These recommendations are not subject to public records disclosure under ORS 192.355(1).

3. Finalist Interviews.

- a. The COG representative will submit a list of at least 15 questions for the finalist interview to City Council for City Councilor to provide feedback directly to the COG representative. The COG representative will take that feedback to develop a final list of questions.
- b. Finalists will be interviewed by the City Council during an executive session either in-person or via video conference. Following the interviews, the COG representative will facilitate and assist the Council in reaching consensus on which candidates will move on to the background check stage.
- c. If there are two equally top ranked candidates, then the City Council can decide to schedule an additional interview in Executive Session to make the final decision.

4. Top Ranked Candidates Background Check and Final Interview, as Needed.

- a. In accordance with Oregon public meetings law, the City Council will formally designate the top ranked selection at a regular business meeting open to the public, or in the event there are two top ranked selections, both candidates.
- b. The COG representative will request up to four professional references from the top ranked candidate(s) and perform a background check on the top ranked candidates. The background check will include:
 - i. County criminal searches
 - ii. State criminal searches
 - iii. Federal criminal searches
 - iv. National criminal database searches
 - v. Sex offender searches
 - vi. Motor vehicle searches
 - vii. Education / degree verification
 - viii. Employment verification
 - ix. Credit Checks
- c. The COG representative will take necessary time to discuss the candidates with references provided, as well as other knowledgeable contacts, as

appropriate, to gain an understanding of their abilities and expertise as managers and public body administrators.

- d. The COG representative will provide a report to City Council in executive session that is not subject to public records law under ORS 192.355(1) that describes the background information and reference information gathered by the COG representative.
- e. Finalist Supplemental Questions. In the event there are two top ranked candidates, the COG Representative will develop a list of final questions, based on information gained in the process to date and City Council will perform a final interview in executive session, after reviewing both top ranked candidates background and reference information.
- f. The COG Representative will facilitate and assist the Council as needed in discussing the background and references of the top-ranked candidate or in reaching consensus on the final candidates.

- 5. After discussion in Executive Session, the Council, in open public session, shall appoint a new Interim City Administrator.

Passed by the City Council on the 5th day of August 2025

Approved:

David Ford, Mayor

Attest:

Steve Dahl, City Administrator

ATTACHMENT 1 CITY ADMINISTRATOR JOB DESCRIPTION

City of Dundee, Oregon Interim City Administrator

Up to 6-Month Appointment | Part-Time | Compensation DOQ

The City of Dundee, located in Oregon's picturesque Willamette Valley wine country, is seeking an experienced **Interim City Administrator** to serve in a leadership role during a transitional period of up to six months. This is an exciting opportunity to guide a growing community while supporting the continuity of public services and strategic initiatives.

About Dundee

Dundee is a dynamic, welcoming city of 3,200 residents and a gateway to the world-class wineries of the Dundee Hills. With a strong focus on livability, downtown redevelopment, and smart growth, Dundee continues to invest in infrastructure, planning, and public services.

Position Summary

The Interim City Administrator is appointed by and reports to the Mayor and City Council. The Administrator is responsible for day-to-day city operations, supervising department heads, implementing City policies and ordinances, supporting ongoing projects, and maintaining effective intergovernmental relations.

The full Job Description can be found in DMC 2.12.020, which can be found at this link: <https://www.codepublishing.com/OR/Dundee/#!/Dundee02/Dundee0212.html#2.12>.

Ideal Candidate Profile

The City seeks a recently retired or highly experienced local government executive, preferably with previous City Administrator or Manager experience in Oregon. Key qualifications include:

- Proven municipal management experience, ideally in Oregon
- Expertise in budgeting, public works, utilities, and interagency coordination
- Familiarity with Oregon municipal law, land use planning, and urban renewal
- Strong leadership, communication, and staff supervision skills
- Ability to quickly integrate and support an engaged City Council and staff

Terms and Compensation

- Duration: Up to six months - Compensation: Negotiable, DOE/DOQ

Application Process

To apply, please send a resume and **brief** cover letter expressing your interest to:

Mayor David Ford
David.ford@dundeecity.org

Applications will be reviewed on a rolling basis until the position is filled. Early expressions of interest are encouraged.