

**City of Dundee
City Council Meeting Minutes
August 12, 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 Tim Weaver, Alex Chiper and David Hinson. Absent: Councilor Bryan Weil.

Staff Attendance: Acting City Administrator / Fire Chief, Brandon Hamilton; City Attorney, Ashley Wigod; Public Works Superintendent, Chuck Simpson and Administrative Assistant / Assistant City Recorder, Kenzie Nagel. Via Zoom: City Planner, Doug Rux.

Public Attendance:

Rob Daykin, 759 SW Scotsman Court. One unidentified zoom attendee.

AGENDA CHANGES

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion to approve the Consent Agenda

Motion: C. Hinson

Second: C. Chiper

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

WORK SESSION ITEM:

MEMORANDUM REGARDING STATUS OF CITY DEPARTMENTS AND PROJECTS

Mayor Ford began by thanking Fire Chief Hamilton for serving as Acting City Administrator for the next couple of weeks until the interim is hired. He then asked City Atty. Wigod to review the materials in the agenda packet, which she had prepared following discussions with Steve Dahl regarding the status of projects and city departments. A detailed report was included beginning on page 3 of the agenda packet.

City Atty. Wigod began with updates on Public Works, requesting assistance from Public Works Superintendent Chuck Simpson and Fire Chief Hamilton as needed. She acknowledged the city's current contracts with engineers AKS and Kennedy Jenks. She then addressed water projects, noting

the water meter replacement project budgeted for the 2025-2026 fiscal year at \$10,000. Superintendent Simpson provided additional details regarding the 3-inch and 2-inch water meters that were in progress. The discussion then moved to the water tank, water rights, and PFAS.

Council then addressed the water line on 5th Street. M. Ford clarified that the city had not received a grant for the replacement, but rather appropriations from the state. Further discussion regarding the 5th Street water line followed.

City Atty. Wigod then addressed stormwater, noting that there were no updates. P.W. Superintendent Simpson added that an updated master plan project is needed, as the previous city engineer is no longer working on it.

City Atty. Wigod then addressed Parks projects, with a brief discussion regarding tipsu palach Park. She noted that the next steps would include reviewing the grant agreement. Acting C.A. Hamilton said that he had recently been in contact with a representative regarding the grant agreement and the potential extension process. C. Caruso suggested using landscaping resources instead of an engineering firm to maximize efficiency and make wise use of the budget.

City Atty. Wigod then addressed Sewer, prompting discussion. P.W. Superintendent Simpson provided additional details regarding the blowers, filters, and cartridges, noting that the DEQ requirement is due by November 2025 and that the mixing zone study is not due until 2026. City Atty. Wigod briefly reviewed the sewer rate study, which prompted additional discussion. M. Ford inquired about the need for a sewer master plan, followed by further discussion.

City Atty. Wigod then addressed Streets, beginning with the 9th Street LID calculations. Rob Daykin, from the audience, commented that the costs of the 9th Street project were outside of Urban Renewal; he clarified that this was not accurate and that not all costs were included in DURA. A brief discussion followed.

City Atty. Wigod then discussed the Transportation Growth Management Grant. A brief discussion followed, including confirmation that P.W. Superintendent Simpson was listed as the project contact solely to have any city staff member as the contact. City Planner Doug Rux explained that he could be taken off as contact if needed.

City Atty. Wigod reviewed Administration and Finance, covering auditor, court, newsletter, website management, planning, building, finance and accounting, code enforcement, IT, police, and fire. Rux provided an overview of ongoing planning projects, including Willamette Wine Village, the CPRD grant on 11th Street, Alit Winery tent permitting, the 9th Street wine properties being converted into hotel space, a property near the Arco gas station, and McDonald's. A lengthy discussion followed regarding these various projects. C. Caruso inquired about the Head Start program, to which Rux responded that he had not received any updates. City Atty. Wigod moved on to planning, noting that Melody serves as the permit technician and forwards materials to Newberg. Rux provided further

details regarding permits. C. Hinson inquired about the number of permits received per month, to which Rux responded that he was unsure and would follow up with Melody.

City Atty. Wigod then addressed Finance and Accounting, noting that Melissa is full-time and training Kenzie, with the occasional help from Crystal and Morgan. M. Ford inquired about receiving the complete budget and ensuring that all appropriate filings have been completed.

City Atty. Wigod proceeded with code enforcement updates. C. Hinson asked whether other tent structures in town were up to code; Rux stated that they were not and that the city was aware of the noncompliant structures. Rob Daykin, from the audience, provided additional insight regarding the code and tent structures.

City Atty. Wigod stated that there were no updates for IT. A brief discussion followed regarding the server starting to fail.

City Atty. Wigod said that there were no updates for Police.

City Atty. Wigod provided updates on Fire. M. Ford noted that it was the rural fire district that contributed an additional \$50,000 to the budget for equipment. Further discussion regarding followed.


City Atty. Wigod then addressed Urban Renewal revenue. Daykin provided additional insight regarding the 9th Street LID costs.

City Atty. Wigod moved onto Tourism noting the three contracts with Greenhouse Collaboratives, Destination Dundee and Yellow Cactus.

M. Ford inquired about staff performance reviews and when they were last conducted. Acting C.A. Hamilton responded that this was an item that needed to be reviewed and completed.

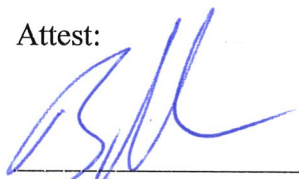
M. Ford requested that Council review the notes from this meeting and bring their suggested priorities to address to the next council meeting.

The meeting was adjourned at 9:00 P.M.



David Ford, Mayor

Attest:



Brandon Hamilton, Acting City Administrator