

**City of Dundee  
City Council Meeting Minutes  
August 19, 2025**

**CALL TO ORDER**

Mayor David Ford called the meeting to order at 7:02 P.M.

**COUNCIL AND STAFF ATTENDANCE**

Attendance Mayor David Ford; City Council President Storr Nelson; City Councilor David Hinson and Michael Caruso. Via Zoom: Alex Chipper and Tim Weaver (7:40 P.M.). Absent: Councilor Bryan Weil.

Staff Attendance: Acting City Administrator / Fire Chief, Brandon Hamilton; City Attorney, Ashley Wigod and Accounting Specialist, Melissa Lemen.

Public Attendance:

Kit Johnston, Yamill County Commissioner.

**AGENDA CHANGES**

Acting C.A. Hamilton added an old business item 5.2 – plan of action for City of Dundee audit.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**Motion to approve the Consent Agenda**

Motion: C. Nelson

Second: C. Caruso

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

**OLD BUSINESS**

**RESOLUTION NO. 2025-15; ADOPTING HIRING STANDARDS, CRITERIA, POLICY DIRECTIVES TO BE USED IN HIRING AN INTERIM CITY ADMINISTRATOR**

Mayor Ford requested that City Atty. Wigod provide additional details regarding Resolution No. 2025-15. She began by offering background information and noted that Councilors Weaver, Hinson, and Mayor Ford had been selected to identify the hiring standards and preferences. A detailed report was provided starting on page 8 of the agenda packet. A brief discussion followed, clarifying that further details concerning the hiring process would be addressed in the executive session.

**ACTION: Motion to Approve Resolution No. 2025-15; A Resolution Adopting Hiring Standards, Criteria and Policy Directives to be Used in Hiring an Interim City Administrator.**

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

## **PLAN OF ACTION FOR CITY OF DUNDEE AUDIT**

Acting C.A. Hamilton reported that he had come across a letter and discussed with the audit manager regarding the audit. He noted that a required plan of action had not been submitted in a timely manner. Acting C.A. Hamilton explained that he had since prepared a plan of action, which must be formally approved either by motion or resolution. A copy of the letter and the proposed plan of action was provided to Council in a handout. A brief discussion followed, with the handout outlining the specific plan of action moving forward.

**ACTION: Motion to Adopt the Plan of Action for the City of Dundee Audit on August 19, 2025.**

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

## **NEW BUSINESS**

### **FIRE DEPARTMENT REVIEW/RATING IMPROVEMENT**

Acting C.A. Hamilton provided a report on the fire department's review and rating improvements, noting that the department's rating had improved from a 4 to a 3. A detailed report was provided starting on page 12 of the agenda packet, outlining the scoring and rating process, which Acting C.A. Hamilton reviewed in depth. He further explained that the previous review was conducted in 1999 and emphasized that the improved rating reflects significant effort and accomplishments by the department.

### **KENNEDY JENKS PFAS STUDY**

Acting C.A. Hamilton provided an update on the PFAS Feasibility Study. A detailed report was provided starting on page 41 of the agenda packet. A brief discussion followed regarding the ongoing work and project timeframe. City Atty. Wigod confirmed that this item represented an amendment with the contractor.

**ACTION: Motion to Authorize the City Administrator to Execute Amendment No. 1 to the PFAS Feasibility Study Agreement with Kennedy Jenks.**

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

## **WATER TREATMENT PLANT CASSETTES**

Acting C.A. Hamilton noted that this had recently been discussed at a previous Council work session. A detailed report was provided starting on page 46 of the agenda packet, outlining the timeline and cost for the cassettes. A brief discussion followed, including consideration of potential funding options. M. Ford recommended gathering additional information and continuing the discussion at the September 2 meeting.

## **COUNCIL CONCERNS AND COMMITTEE REPORTS**

- C. Nelson updated the water task force and the three areas on how to collect more information on the water resolution by potentially connecting Newberg or McMinnville and will be updating Council.
- C. Caruso let Council know of a three-weekend thing at George Fox for anyone wanting to attend.
- C. Hinson inquired about the Billick Park and the school property paperwork and asked Acting C.A. Hamilton to set those aside if come across them.
- C. Nelson updated Council on a complaint from a previous meeting regarding garbage and let the complainant know the council was in a place of transition.
- C. Chiper acknowledged the Sander Estate Park construction began on Monday, but no notices were sent out to surrounding residents and he could talk to CPRD. A brief discussion ensued. He also let Council know that he is out of town for the next several weeks and would try to join meetings via Zoom if able.

## **MAYOR'S REPORT**

- M. Ford inquired with C. Chiper regarding underground work for a resident; brief discussion followed.
- Provided an update on 9<sup>th</sup> Street and related equipment at the site.
- Raised concern about a resident parking a semi-truck near the school and asked about the possible actions.
- Noted the upcoming county dinner in Carlton.

## **CITY ADMINISTRATOR'S REPORT**

- He has been in discussion about the tipsu palach park grant and would provide a description of the project and a timeline - parks committee will be meeting in September
- Updated staff increasements to reflect COLA
- Signed and sent off agreement with COG

- Between City Planner and city staff have been working on obtaining all the documents needed that are signed of various agreements, loans, projects, etc. A lengthy discussion ensued.
- Tim Tice called and was ready to proceed with the water rate study
- Blower repairs for Public Works have been sent off for legal publishing
- The City Engineer sent out quotes to finish paving on 9<sup>th</sup> and Alder and was waiting for a reasonable quote
- A check was received from conflagration in the amount of \$97,430.
- Going through voicemails there was no approved ADA on train tracks on 10<sup>th</sup> Street and a brief discussion ensued regarding who is responsible for that.
- He went to the city manager's lunch on Friday and was informed that the COG was available to get a high-level review of the city.

A brief discussion followed regarding the budget and the forms submitted.

#### **PUBLIC COMMENTS**

None.

#### **EXECUTIVE SESSION**

The Dundee City Council met in executive session in accordance with ORS 192.660 (2) (a) to consider the employment of a public officer, employee, staff member or individual agent.

The City Council did reconvene but went into a short recess at 8:28 P.M to 8:35 P.M.

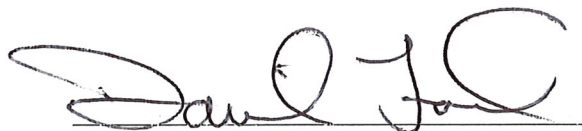
**ACTION: Motion to Authorize the Mayor to Negotiate Terms and Compensation with Brandon Hamilton to Serve as the Interim City Administrator and Return to City Council to Present Those Terms and Appoint Brandon Hamilton as the Interim City Administrator.**

Motion: C. Nelson

Second: C. Hinson

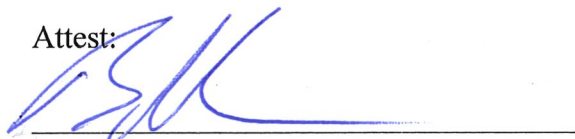
Vote: C. Weaver, C. Chiper, C. Caruso, M. Ford

The meeting was adjourned at 8:38 P.M.



David Ford, Mayor

Attest:



Brandon Hamilton, Acting City Administrator