



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.

SEPTEMBER 2, 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, August 12, 2025 Pages 3-5
 - 4.2 City Council Minutes, August 19, 2025 Pages 6-9

Action Requested: Motion to Accept the Consent Agenda
5. OLD Business:
 - 5.1 Resolution 2025-16, Appointment of Interim City Administrator (To be provided under separate cover.)
Action Requested: Motion to Approve Resolution 2025-16
 - 5.2 Update on Discussion Items from August 12, 2025, CC Work Session
Discussion
6. New Business
 - 6.1 City Administrator Recruitment
Action Requested: Motion to hire third-party consultant
 - 6.2 Soliciting and Executing City Contracts – Best Practices Pages 10
Discussion
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

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 Nos.
 - 5.1 Ordinance No. 592-2025
 - 5.2 Resolution No. 2025-17

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
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 Chipper 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. Chipper

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

**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 Chiper 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. Chiper, 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. Chipper 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. Chipper regarding underground work for a resident; brief discussion followed.
- Provided an update on 9th 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 increases 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 9th 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 10th 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

Date: August 28, 2025
To: City of Dundee, Mayor and City Council
From: Ashley Wigod, City Attorney
Re: Contract Solicitation and Contract Execution Process

At the August 19, 2025, City Council Meeting, the Mayor and City Council asked the City Attorney to provide best practices for the City to use when soliciting and executing city contracts. Here are general recommendations for best practices. These recommendations can be reviewed and refined by staff, based on staff roles and City resources.

1. Confirm budget appropriation and estimated project budget
2. Identify solicitation required (direct, informal, formal, or exempt)
3. Identify award authority (City Council or City Administrator)
4. Put together solicitation based on project budget and include draft contract
5. Solicit bids either formally or informally, or directly when appropriate
6. Receive bids/proposals, evaluate, and select conditional upon Council approval
7. Draft Council Agenda item and present bids, evaluation and recommended selection at next available City Council meeting
 - a. City Administrator follow up any City Council requests for information
 - b. If no additional requests, seek Motion to Approve Highest Ranked or Lowest Bid Contractor and direct City Administrator to finalize contract per terms of solicitation and bid/proposal.
8. Assign Contract Number from City Recorder or Assistant City Recorder, assemble contract, and send to Contractor for final review
 - a. Contract No. organization could start with Year and the number 1, such as: 2025-1, 2025-2, 2025-3, 2025-4, 2025-5, 2025-6.
 - b. Amendments to a Contract should use the same original number, but could have additional detail such as: 2025-4-Amend1, 2025-4-Amend2,
9. Have contractor sign two originals and submit insurance certificate
10. Assigned and trained City staff person reviews insurance certificate for compliance with contract requirements.
11. Submit two originals to City Administrator for signature (unless approval expressly requires Mayor signature)
12. Give one original to City Recorder or Assistant City Recorder for filing; mail or provide one original to Contractor.
13. City Recorder or Assistant City Recorder scans original into City-wide file and emails copy to City Administrator.