

**City of Dundee  
City Council Meeting Minutes  
September 2, 2025**

**CALL TO ORDER**

Mayor David Ford called the meeting to order at 7:01 P.M.

**COUNCIL AND STAFF ATTENDANCE**

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

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

Public Attendance:

Pete Donor, 780 SE Locust Street and Rob Daykin, 720 SW Scotsman Court.  
Via Zoom: Bethany Caruso, 179 SW 9<sup>th</sup> Street.

**AGENDA CHANGES**

City Atty. Wigod suggested adding an agenda item pertaining to the review and approval of water rights applications – 5.3 under old business.

**PUBLIC COMMENT**

Rob Daykin approached to ask Council to move quicker on the 9<sup>th</sup> and Alder Street LID's. He provided background on bidding, loans, urban renewal and revenue pertinent to the budget general fund. A brief discussion ensued.

**CONSENT AGENDA**

**Motion to approve the Consent Agenda**

Motion: C. Nelson

Second: C. Caruso

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

**OLD BUSINESS**

**RESOLUTION NO. 2025-16; APPOINTMENT OF INTERIM CITY ADMINISTRATOR**

This agenda item was removed and will be brought forward for discussion and approval at the next meeting. M. Ford noted that the resolution will include a pay increase and formally appoint Brandon Hamilton as Interim City Administrator. M. Ford also expressed interest in scheduling a meeting next week, with a date to be determined later in the meeting.

## **UPDATE ON DISCUSSION ITEMS FROM AUGUST 12, 2025, CC WORK SESSION**

Acting C.A. Hamilton provided a brief update on several projects previously discussed at the August 12<sup>th</sup> meeting. This included the PFAS Feasibility Study, the wastewater treatment plant blower project and its extension to October for completion, and the 5<sup>th</sup> Street waterline easement, which is ready for signature for CPRD. A brief discussion followed regarding the 5<sup>th</sup> Street easement. City Atty. Wigod then gave a brief update on Urban Renewal. Acting C.A. Hamilton also reported that the city newsletter is scheduled for publication the first week of October. He noted that while the City's server is nearing the end of its life, its condition is not as concerning as initially thought. He explained that the archived data was stored on the server, while all other data is housed in various other locations. He advised this should remain on the City's radar moving forward. M. Ford reverted to the budget, noting that the City is preparing to close out the fiscal year. He suggested reviewing the prior year's audit and expenditures, then comparing those figures to the recently adopted budget with its adjustments. It was recommended that this be reviewed with the budget task force in coordination with Acting C.A. Hamilton. A brief discussion followed.

M. Ford inquired about an update on the cartridges. Acting C.A. Hamilton responded that he would provide additional information at a future meeting.

## **REVIEW AND APPROVAL OF WATER RIGHTS APPLICATIONS**

City Atty. Wigod provided an update on two water rights applications and the three submitted extensions. A brief discussion followed.

**ACTION: Motion to Direct the City Administrator and Consultant CWMH2O to Work with Legal Counsel to Make Minor Modifications to the Water Rights Applications and Submit the Applications to the Oregon Water Resources Department.**

Motion: C. Nelson

Second: C. Weaver

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

## **NEW BUSINESS**

### **CITY ADMINISTRATOR RECRUITMENT**

This agenda item was removed and to be discussed and approved at a future meeting.

### **SOLICITING AND EXECUTING CITY CONTRACTS – BEST PRACTICES**

City Atty. Wigod explained that, in response to an inquiry at the previous meeting regarding best practices for solicitation, she prepared a list to assist with the hiring of the next City Administrator. A brief discussion followed. A detailed report was included on page 10 of the agenda packet.

## COUNCIL CONCERNS AND COMMITTEE REPORTS

- C. Caruso said he went to the county dinner, he also addressed the sidewalk on 9<sup>th</sup> Street. He also mentioned that the wayfinding project got wine barrels, and a press release would soon be going out and if council members knew of any artists that would like to potentially get their work on one of the barrels, to contact Bethany Caruso. He then mentioned the email from Pete Donor regarding the Fortune Park to address
- C. Weil mentioned the uptick in business due to harvest season

## MAYOR'S REPORT

- M. Ford mentioned the building over by 9<sup>th</sup> Street completely down
- He would like to schedule a special meeting for next week; after a brief discussion, a meeting was scheduled for September 9<sup>th</sup> at 6:30 P.M.
- Noted getting an update regarding the old school property and scheduling a Urban Renewal meeting and reaching out to CPRD

## CITY ADMINISTRATOR'S REPORT

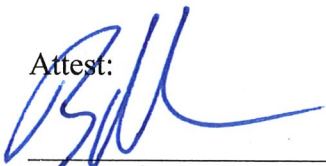
- He stated that two vehicles have been deployed to the Central Oregon fires
- The city has started to receive payments for conflagration trips so far this year, in the amount of approximately \$150,000
- The audit plan of action has been submitted to the state.
- The paint and cone are temporary to grind off the lip on sidewalk that has lifted on 9<sup>th</sup> Street near the market
- There is no construction notice required regarding the work for the Sander Estate Park project; but it could be something to address in the future
- Has addressed the various nuisance complaints

## PUBLIC COMMENTS

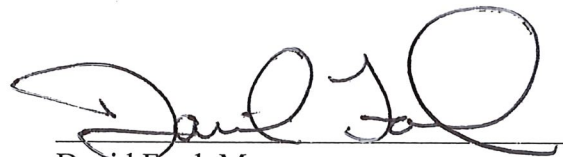
None.

The meeting was adjourned at 8:22 P.M.

Attest:



Brandon Hamilton, Interim City Administrator



David Ford, Mayor