



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 9, 2025, 6:30 PM

1. Open Special City Council Meeting

2. 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.

3. OLD Business:

3.1 Resolution No. 2025-16; Appointment of Interim City Administrator Pages 2-3
Action Requested

3.2 Recruitment to Hire Permanent City Administrator Pages
Action Requested

4. Adjourn

RESOLUTION NO. 2025-16

A RESOLUTION APPOINTING BRANDON HAMILTON TO THE POSITION OF INTERIM CITY ADMINISTRATOR

WHEREAS, pursuant to the City Charter, Section 12, the majority of City Council may appoint an interim City Administrator; and

WHEREAS, effective August 11, 2025, City Council appointed Brandon Hamilton as the Acting City Administrator;

WHEREAS, on August 19, 2025, the City Council adopted hiring standards, criteria and policy directives to select and appoint an interim City Administrator;

WHEREAS, on August 19, 2025, the City Council appointed Brandon Hamilton as the interim City Administrator subject to agreed upon compensation, which City Council delegated the Mayor to negotiate;

WHEREAS, the Mayor and Brandon Hamilton agreed upon compensation that will fairly compensate Brandon Hamilton in his dual role as the interim City Administrator and Fire Chief;

WHEREAS, the City will pursue a formal recruitment process to select a permanent City Administrator and it is envisioned that at such time a permanent City Administrator is selected, Brandon Hamilton will return full-time to the position of Fire Chief and his compensation will return to what had been his compensation as Fire Chief;

NOW, THEREFORE, the City of Dundee, resolves as follows:

1. Brandon Hamilton is hereby appointed in a dual role of Interim City Administrator and Fire Chief position, subject to the City's Personnel Policies, except as set forth below.
2. The Powers and Duties of the Interim City Administrator are outlined in Chapter 2.12 of the Dundee Municipal Code, City Administrator.
3. Brandon Hamilton's base annual salary shall be \$130,000. The salary will be paid to Brandon Hamilton at the same time as all regular budgeted non-represented full time employees of the City. All other benefits remain the same as allocated by his position as the Fire Chief.
4. This Resolution does not create a contract for a definite term of employment and does not alter the at-will nature of the employment relationship. Pursuant to the City Charter, Section 12, Brandon Hamilton's position as the Interim City Administrator may be terminated immediately at the sole discretion of a majority of

the City Council, without cause, and in the event of such a termination, Brandon Hamilton shall be reinstated to his former position as Fire Chief within the City of Dundee Fire Department, at his former compensation.

5. Passed by the City Council on the 9th day of September 2025

Approved:

David Ford, Mayor

Attest:

Brandon Hamilton, Acting City Administrator