



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.

OCTOBER 7, 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, September 9, 2025 Pages 3-6
Action Requested: Motion to Accept the Consent Agenda
5. OLD Business:
 - 5.1 Vineyard Water Tank Repair Pages 7
Action Requested
 - 5.2 WWTP Repair Loan Pages 8
Discussion
6. New Business
 - 6.1 Development Code Revision – Mural Standards Pages 9
Discussion
 - 6.2 11th Street City Sewer Service Request Pages 10
Action Requested
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
September 16, 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 Councilors Bryan Weil and David Hinson. Absent: City Councilors Tim Weaver, Michael Caruso and Alex Chiper.

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

Public Attendance:

Pete Donor, 780 SE Locust Street and Rob Daykin, 759 SW Scotsman Court and County Commissioner, Kit Johnston.

AGENDA CHANGES

None.

PUBLIC COMMENT

Rob Daykin addressed Council, expressing concern that specific details from his recent public comment were missing from the meeting minutes. M. Ford acknowledged his concern and stated the matter would be discussed. M. Ford then raised the question to Council whether more detail should be included in future minutes. C. Nelson noted that the full meeting recording is available for those seeking more in-depth information.

CONSENT AGENDA

Motion to approve the Consent Agenda

Motion: C. Weil

Second: C. Nelson

Vote: C. Hinson, M. Ford

OLD BUSINESS

CITY ADMINISTRATOR RECRUITMENT APPROVAL

Mayor Ford outlined the approval process for the city administrator recruitment through Prothman and provided additional context. C. Nelson shared that he contacted King City regarding their recruitment process, Forest Grove where Prothman was used to advertise the position, and Clatskanie, which also

engaged Prothman. C. Hinson noted that Jensen could also be considered if they can offer more. C. Weil added that, based on C. Nelson's outreach and feedback, Prothman appeared to be a solid option. A brief discussion followed on the proposals.

ACTION: Motion to City of Dundee Hire Prothman for Executive Recruitment and to Have the Interim City Manager to Enter into a Contract with Them.

Motion: C. Nelson
Second: C. Weil
Vote: C. Hinson, M. Ford

9TH & ALDER STREET PAVING

C. Nelson began by noting he would abstain from the discussion to a potential personal conflict of interest. M. Ford expressed appreciation for receiving proposals and reviewed items included and omitted. A detailed report was provided on page 9 of the agenda packet. He requested Interim C.A. Hamilton to coordinate with the city engineer to evaluate the proposals, identify what may be missing, and determine priorities. A brief discussion followed regarding pricing and contractor capability for the work on 9th and Alder Street. C. Hinson inquired about the project timeline, leading to further discussion on completing the work before the rainy season and considering Signature Paving.

ACTION: Motion to Approve to Allow the City Administrator to Sign Contract with Signature Paving for Paving Services for Paving Project on 9th Street.

Motion: C. Weil
Second: C. Hinson
Vote: C. Weaver, M. Ford
Abstain: C. Nelson

VINEYARD WATER TANK REPAIR MANANGEMENT CONTRACT

M. Ford noted that the need to hire someone to repair the Vineyard Water Tank had been discussed previously. A detailed report was provided on page 17 of the agenda packet. C. Hinson asked about the \$40,000 cost and its utilization for the repair. A brief discussion followed. The Council's consensus was to defer this topic to a future meeting pending clarification on funding sources for the contract.

NEW BUSINESS

BUDGET DISCUSSION

C. Hinson reported that he and the budget subcommittee met with staff at City Hall to review the current and prior fiscal year budgets. From that discussion, it was noted that several discrepancies of budget had arisen upon review by staff of the approved budget from the budget committee and the

budget adopted by Council. He explained that changes implemented in June were only partially entered into the system, which may have caused further discrepancies. C. Hinson then asked Melissa Lemen if she had additional input.

Lemen stated that some issues stemmed from Resolution No. 2025-09, which outlined specific budget transfers which were completed, though she had not been instructed to complete both sides of the transfers; a short spreadsheet was provided to Council for reference. It was also noted that there were some discrepancies between the budget document approved by the Budget Committee and the version prepared by Steve Dahl for Council approval. Lemen added that she is awaiting auditor guidance on the proper procedures for correcting these issues. C. Hinson sought clarification on whether these issues affected the 2025-2026 budget, which Lemen confirmed, explaining that some figures had not been accurately carried over. Additional discussion ensued including discussion regarding fiscal year-end procedures and the importance of importing accurate budget numbers for the new year.

Rob Daykin addressed Council and offered his assistance in working with Melissa and the Mayor to help resolve the issues and ensure the necessary information is ready for the next meeting. He provided guidance on correcting the budget in accordance with Oregon Budget Law. A brief discussion followed regarding the proper process for appropriations, transfers, and reconciling discrepancies.

WATER RATES & PUBLIC SAFETY LEVY OPEN HOUSE DATES

M. Ford asked about the status of the tax bill being sent out to Kit Johnston from the audience, who confirmed it would be sent out at the end of October. M. Ford expressed interest in drafting a letter to residents in advance of that date, noting the letter would be brought to Council for approval by the next meeting. A brief discussion ensued regarding the upcoming rates open house, including adding the public safety levy to the agenda and determining when to notify residents. It was agreed the open house would be held on October 30 at 6:30 p.m. to allow timely notice.

COUNCIL CONCERNS & COMMITTEE REPORTS

- C. Hinson reported that at the recent Parks Committee meeting it was discussed exploring the continuation of the park grant, including the possibility of using grant funds to hire a project manager to complete the tipsu palach park project
- C. Weil quickly congratulated Senator and past Council member Bruce Starr

MAYOR'S REPORT

- M. Ford provided a quick update on the blocked building next to the fire station and it was now boarded up
- He spoke with a contact regarding the old school property, expressing continued interest in the parcel, and received an email from David Parker. He will be meeting with him next week

CITY ADMINISTRATOR REPORT

- He started with the acknowledgement of working on the water rights application; almost done
- Email has been sent out to council and staff for newsletter content
- Received official notice for the Employee Relations Board for staff's intent on unionizing
- Working on a request from the Tourism committee on a city-wide sign concept plan and was working with Bethany Caruso
- There is an opportunity for cost savings by approving of having two of the water tanks cleaned and inspected and provided the bid amount of \$6,952
- WVCOG declined any new clients due to staffing issues and were no longer available for financial review for the city and that the finance subcommittee would be meeting tomorrow
- The 5th Street easement contract has been signed by the city and CPRD and filed properly
- Location information has been passed by the city attorney to draft language to address the nuisance complaint for the property next to Fortune Park
- Sidewalk on 9th Street has been fixed
- Has received another conflagration reimbursement check in the amount of \$8,409.33 and are waiting for the most recent deployment and California
- Has a meeting on Thursday with OPRD regarding tipsu palach park grant extension
- Has a meeting with the school district next Thursday pertaining to the old school property

A brief discussion ensued regarding the old school property and the 8th Street complaint update and whether the owner has been notified.

PUBLIC COMMENT

Rob Daykin addressed Council regarding water rates, noting his research indicated the intent for how funds would be used were unclear. He recommended holding a meeting to educate attendees on the purpose of the rates. He also said that the city has not updated its system development charges since July 2024 and provided additional detail on water revenue and the rate structure.

Kit Johnston informed Council that a Parks Board meeting will be held on the 17th at 5:30 p.m. to discuss Crabtree Park and the future of it as CRPD would be returning ownership back to the county. In response to Mayor Ford's inquiry into the future plans, Johnston explained the meeting would address all parks and consider new ideas. A brief discussion ensued.

The meeting was adjourned at 8:18 P.M.

David Ford, Mayor

Attest:

Brandon Hamilton, Interim City Administrator

AGENDA REPORT

To: Mayor Ford and City Council

From: Brandon Hamilton, Interim City Administrator

Date: October 7, 2025

Re: Vineyard Water Tank Repair

Background:

At the direction of Council, I have gone and determined that there is money in the budget for this project. There is \$250,000 allocated in the Water CIP fund-Wells/Pump Station line item that staff believes to be earmarked for this project. There is also another \$100,000 in the Water CIP-Distribution Systems, that could potentially be used as well.

Since there has been some time since the original bid/quote was submitted by Kennedy Jenks, the City Attorney reached out and asked them to update a timeline for the project.

Recommendation:

Approve the contract with Kennedy Jenks for the Owner Advisor Services for the 200 KG Steel Tank Inlet Modifications Project.

AGENDA REPORT

To: Mayor Ford and City Council

From: Brandon Hamilton, Interim City Administrator

Date: October 7, 2025

Re: Waste Water Treatment Repair Loan

Background:

This topic has been discussed a few times, and the initial paperwork has been filed with Business Oregon for the loan request. City Council had questions that I did not have the answers to at the time.

Since that discussion, I have reached out to Arthur Chatput, who is the Regional Development Officer for Business Oregon. Instead of me playing the middleman and going back and forth, he is here in person to answer your questions.

I am looking for directions from council on how you would like to proceed after discussion with Mr. Chatput.

AGENDA REPORT

To: Mayor Ford and City Council

From: Brandon Hamilton, Interim City Administrator

Date: October 7, 2025

Re: Development/Municipal Code Amendment Request

Background:

The Downtown Dundee Committee has been working diligently with their mission to make Dundee a destination and draw in tourism.

Gail Akerson is serving on the committee and is here tonight on behalf of the Design Sub-Committee to request a development code amendment regarding murals.

In talking with our contract planner there would need to be changes/amendments made to the sign code to allow for murals.

I am looking for directions from council on how you would like to proceed.

AGENDA REPORT

To: Mayor Ford and City Council

From: Brandon Hamilton, Interim City Administrator

Date: October 7, 2025

Re: Request to connect to city sewer services

Background:

Kathleen Gomez owns property on SW 11th Street. Her property is the first property out of the city limits on the south side of 11th Street. Properties directly across 11th Street are within the city limits.

Ms. Gomez has previously connected to city water and is now asking for permission to connect to the sewer for her property.

She is present tonight to discuss.

**I have spoken with our contract planner who advised that the previous City Administrator brought this forward to council, and it was placed on a “to-do items/list for consideration.” Our planner stated the change/amendment timeline is roughly six months to complete.

I am looking for directions on how council would like to proceed.

