



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.

DECEMBER 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, October 7, 2025 Pages 3-6
 - 4.2 City Council Minutes, October 21, 2025 Pages 7-11
 - 4.3 Police Report Ending October 31, 2025 Pages 12

Action Requested: Motion to Accept the Consent Agenda
5. OLD Business:
6. New Business:
 - 6.1 Meter Order Request Pages 13-14
Action Requested
 - 6.2 Tourism Committee Pages
Discussion
 - 6.3 TSP Grant Update Pages
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
October 7, 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 Bryan Weil, Tim Weaver, Alex Chipper, Michael Caruso and David Hinson.

Staff Attendance: Interim City Administrator / Fire Chief, Brandon Hamilton; City Attorney, Ashley Wigod; Public Works Superintendent, Chuck Simpson and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

Rudy Gomez & Kathleen Gomez, SW 11th Street; Gail Akerson, 875 SW View Crest Drive; Arthur Chatput, Business Oregon and Rob Daykin, 759 SW Scotsman Court.

AGENDA CHANGES

Mayor Ford requested that Rob Daykin's letter to council pertaining to the speedbump on Alder Street be added to the agenda under new business under 6.1.

PUBLIC COMMENT

Rob Daykin addressed Council, expressing concern regarding a comment made by C. Weil at a previous meeting about how the improvements would be funded and whether Urban Renewal would cover the costs. He voiced concerns of potential misuse of Urban Renewal funds. Daykin then provided background on the Urban Renewal Agency loan related to the speed bump and the intersection project. He also referenced the recent sewer connection request and suggested that Council consider imposing additional requirements.

CONSENT AGENDA

Motion to approve the Consent Agenda

Motion: C. Weil

Second: C. Weaver

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

OLD BUSINESS

VINEYARD WATER TANK REPAIR

Interim C.A. Hamilton provided pertinent information regarding the water tank repair including the contract funding with \$250,000 allocated in the Water CIP and another \$100,000 in another line item. He explained that the contract amount was \$40,000. City Attorney Wigod also provided an update on the Kennedy Jenks agreement, noting that the firm is currently revising its project schedule and has requested additional time, with plans to resume work in the spring. She then confirmed that no action would be requested at this meeting. A brief discussion followed regarding the Kennedy Jenks contract and its relevance to the budget given the contract amount.

WWTP REPAIR LOAN

Interim C.A. Hamilton noted that Arthur Chatput with Business Oregon and Public Works Superintendent Chuck Simpson were present to answer any questions Council may have regarding the wastewater treatment plant repair. Mr. Chatput outlined the DEQ process, the financial aspects of the repair, and the Business Oregon funding program available for such projects, including the associated bonds. M. Ford asked about the timeline for applying for the funding. A brief discussion followed regarding ordering materials and initiating the repair, with P.W. Superintendent Simpson indicating that the repair is expected to take approximately two to three weeks. Further discussion continued.

NEW BUSINESS

ROB DAYKIN'S SPEEDBUMP LETTER

Interim C.A. Hamilton began by noting that a letter from Rob Daykin regarding the Alder Street speed bump had been received and that the existing speed bump does not meet code standards. A copy of the letter was provided to Council. M. Ford shared background information on the speed bump, noting that the issue has been discussed multiple times from May 2023 to the present. He explained that while plans remain in place to move forward with the work, staff will first confirm that all actions comply with city code and legal requirements before proceeding with the scheduled improvements. A brief discussion followed.

DEVELOPMENT CODE REVISION – MURAL STANDARDS

Interim C.A. Hamilton stated that Gail Akerson, representing the Dundee Downtown Committee, was in attendance to discuss the committee's interest in installing murals throughout the city and to request consideration of a code amendment related to murals. Ms. Akerson explained that the committee aims to enhance and promote the city through artistic murals and noted that, in her outreach to other cities, none had code restrictions related to murals except the City of Newberg. She provided a handout for Council's reference. Akerson described the committee's vision for the first mural — "Greetings from Dundee"— intended to support tourism and social media engagement. She also confirmed that Travel Dundee would contribute financially to help with the project.

Discussion followed regarding signage regulations and whether murals would fall under existing sign code provisions or be categorized separately as artistic installations. C. Hinson asked whether the

mural near Red Hills was considered a mural under the code and, if so, what the implications were. M. Ford noted that staff would review the code to determine whether additional action is needed to allow murals. C. Weil abstained from the discussion due to a potential conflict of interest. Further conversation continued regarding the city's overall vision, potential guidelines, and next steps for reviewing the applicable code and bringing the matter back to a future meeting.

11TH STREET CITY SEWER SERVICE REQUEST

Rudy Gomez addressed Council and explained that he is building a home on 11th Street, where the pavement ends and the gravel begins. He described the work underway on the property and noted that although a septic system had been approved through Yamhill County, he was interested in connecting to the city's sewer system given the associated requirements. A brief discussion followed regarding the costs and improvement process.

City Atty. Wigod explained that extending sewer service would require adoption of an ordinance outlining the necessary requirements, and that Mr. Gomez's property lies outside city limits, which would also need to be considered. She suggested that annexation may be an alternative option to explore. Further discussion continued, including the potential timeline for the request. M. Ford suggested having the city planner attend the next meeting to provide guidance on how to proceed.

COUNCIL CONCERNS & COMMITTEE REPORTS

- C. Hinson thanked P.W. Superintendent Simpson for cleaning up Viewmont Trail; he also brought up the budget, and a brief discussion ensued.
- C. Caruso attended the faculty meeting with the school district; a brief discussion ensued.
- C. Weil started discussions regarding the sub budget committee about their findings

MAYOR'S REPORT

- M. Ford said a resident complimented P.W. Superintendent Simpson on Brier Street, who he spoke with recently
- He met with Nate, a CFO with school district regarding the old school property
- He also met with Dave Parker and said that they were refinancing the balloon payment for the school property
- He acknowledged that the TGM Grant was approved

CITY ADMINISTRATOR REPORT

- The tax levy letter had been mailed out
- He confirmed with Bob Long that the water rights application was submitted with the state with a comment about the well pump test
- Has been working on getting numerous nuisance letters mailed out

- October 8th – first auditor meeting at city hall
- Meeting with Bethany Caruso about the wayfinding project

PUBLIC COMMENT

Rob Daykin addressed Council and provided additional background regarding Rudy Gomez’s lot on 11th Street, recommending that Council review various documents related to a potential annexation agreement. He also offered guidance on the repair loan and its compliance with DEQ requirements.

The meeting was adjourned at 8:25 P.M.

David Ford, Mayor

Attest:

Brandon Hamilton, Interim City Administrator

DRAFT

**City of Dundee
City Council Meeting Minutes
October 21, 2025**

CALL TO ORDER

Mayor David Ford called the meeting to order at 6:59 P.M.

COUNCIL AND STAFF ATTENDANCE

Attendance Mayor David Ford; City Council President Storr Nelson; City Councilors Bryan Weil, Tim Weaver (7:02 P.M.), Michael Caruso, Alex Chiper and David Hinson.

Staff Attendance: Interim City Administrator / Fire Chief, Brandon Hamilton; City Attorney, Ashley Wigod (7:02 P.M.); Public Works Superintendent, Chuck Simpson and Administrative Assistant / Assistant City Recorder, Kenzie Nagel.

Public Attendance:

Rudy Gomez & Kathleen Gomez, SW 11th Street; Ben Waechter, Waechter Architecture; Will Von Schlegell, Outpost Dundee LLC; Jared Diganci, Waechter Architecture; Chris Cullina, Terrain; Paul Schommer, Schommer & Sons; Pete Donor, 780 SE Locust Street; Eugene Gilden, 225 NW Laurel Street; Bruce Starr, 909 SW Red Hills Drive; Clay Downing, Chehalem Park & Recreation District; Kit Johnston, Yamhill County Commissioner and Rob Daykin, 759 SW Scotsman Court. Via Zoom: Gosia Etatti, Columbia Garrett Asset Management; John Southgate, 88 S 4th St. Independence, OR 971351; Mariana Jespersion, Columbia Garrett Asset Management; Bethany Caruso, 179 SW 9th Street; Autumn Duskey, Columbia Garrett Asset Management; John Von Schlegell, Terrain.

AGENDA CHANGES

Mayor Ford requested that Bruce Starr's legislative update be moved to right after the consent agenda.

PUBLIC COMMENT

Eugene Gilden approached Council to express concerns regarding Waste Management's service. He explained that after his container was emptied, he noticed a gash likely caused by the truck, and the bin was only half full with trash spilled out. He confirmed that he had photographs documenting the issue. He also expressed frustration with the difficulty of reaching customer service, noting he was routed to the company's California office and told only that a replacement container could be delivered at next pickup day. Gilden asked the city to consider stronger customer service requirements during the next contract renewal. M. Ford stated he would follow up with him and provide the appropriate city representative's contact information.

M. Ford suggested removing both financial reports in the consent agenda to give more time to review.

CONSENT AGENDA

Motion to approve the Consent Agenda

Motion: C. Weil

Second: C. Nelson

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

OREGON LEGISLATIVE UPDATE

Bruce Starr approached Council and provided updates on several ongoing projects. He summarized the June budget session and encouraged the city to continue working with him and other Senate members to advance local initiatives. He also discussed recent legislative sessions, the anticipated timeline for the transportation package, and current statewide challenges. Starr noted his recent election as Senate Leader. A brief discussion followed. M. Ford acknowledged the Business Oregon letter Starr sent regarding water infrastructure.

OLD BUSINESS

TERRAIN PRESENTATION

Terrain representatives provided an update on the hotel project. Chris Cullina opened by noting that John Von Schlegell was joining via Zoom. Von Schlegell introduced himself, shared background on the property's availability, and explained their goal to create aspirational project for the community. He stated that their second round of equity fundraising would begin soon, which is expected to move the project toward breaking ground this spring.

Cullina then introduced the in-person representatives and began discussing the presentation, which included information on amenities, layout and design, parking, and draft renderings of the completed hotel. Will Von Schlegell highlighted changes since the project was first proposed five years ago, noting shifts in the hospitality industry post-COVID that led to an increased room count, adjusted nightly rates, and higher projected revenue. He also confirmed a partnership with Destination Dundee to host a community-awareness event at Alit Winery.

A brief discussion followed. C. Weil asked about the construction timeline, and Von Schlegell responded that construction would take approximately 18 months and spoke to the number of jobs the project would generate, beginning with construction. C. Nelson asked about the AVA Club, and Cullina explained it would be located across the street and serve as additional meeting space, laundry, and storage for the hotel, while remaining a shared community space. He added that the existing building lacks footings and would likely need to be reconstructed.

M. Ford concluded by reiterating the event details for October 29th from 5:30 to 7:30 p.m. at Alit.

EXTRATERRITORIAL SEWER CONNECTION AT 11TH STREET

City Planner Doug Rux approached Council and presented information regarding the recently requested extraterritorial sewer connection. A detailed report was provided starting on page 53 of the

agenda packet. After additional research, he outlined five options and gave a brief explanation for each: (1) take no action; (2) adopt an ordinance to allow the process; (3) annex the property; (4) expand the Urban Growth boundary; or (5) apply an Urban Reserve Designation with a comprehensive plan amendment and ordinance adoption. Rux identified options 1,2, and 4 were the least costly and least time-consuming for the Council to consider. A brief discussion followed. C. Caruso asked which option would be the least cost-effective, and Rux responded that option 2 would likely be the least expensive option, though full staff time and cost estimates were not yet available.

Rudy Gomez approached Council, and a brief discussion followed regarding the project timeline and budget. Gomez stated he was willing to contribute up to \$25,000 to cover fees, the sewer connection, and associated city costs. M. Ford asked Council for input on moving forward with Gomez's financial support, noting the impact on staff time.

C. Hinson expressed concern that an ordinance might not be completed in time for Gomez's project; Gomez indicated he was willing to wait longer if needed. Most Council members supported assisting a resident and adopting an ordinance. C. Nelson favored Option 1, taking no action. M. Ford recommended that staff review workload considerations and determine whether proceeding is feasible, with the goal of identifying a reasonable path forward.

FY 24/25 YEAR END UPDATE

C. Hinson noted that several budget lines were overspent. He explained the necessary transfers and confirmed that the books were now closed. He recommended identifying ways to improve next year's budget process. M. Ford asked whether he and the budget subcommittee had reviewed the July and August statements against the adopted budget and could report back as part of a new budget reconciliation. He also said that all intended fund transfers were completed. A brief discussion ensued.

NEW BUSINESS

9TH STREET MOBILE PARK WATER CONTRACT

Interim C.A. Hamilton noted that Autumn Duskey was attending via Zoom to represent the mobile home park. Duskey explained that the owner wished to revisit the existing contract, as current rates no longer current. M. Ford asked for a brief overview of the contract and its key clauses. City Atty. Wigod provided additional explanation, and a detailed report begins on page 60 of the agenda packet.

Duskey confirmed they were in the process of securing legal representation and reiterated whether the city wanted to keep purchasing the water located on the park's property. City Atty. Wigod advised that once the park obtains legal counsel, they should begin negotiations regarding continued water use and any necessary rate adjustments. A brief discussion followed.

COUNCIL CONCERNS & COMMITTEE REPORTS

- C. Chipper suggested more lighting on city streets as residents have come to him with concern; brought up 99W improvements and that there was no advertising for improvements; start expanding revenue options for the city
- C. Hinson said he went to the Main Street meeting last week to discuss initiatives for communication in correspondence with residents
- C. Caruso acknowledged an email he received about property tax increase for the fire levy and imposing that tax; concern over possibly creating an ordinance in accordance with the work for the 5th Street utilities, brief discussion ensued

MAYOR'S REPORT

- M. Ford started with Bruce Starr's commentary about business funding and would speak more with C. Nelson; C. Nelson shared his takeaway regarding shared neighboring cities water

CITY ADMINISTRATOR REPORT

- He started by acknowledging that the water rights application was still underway.
- He was working on numerous complaints.
- The Prothman advertisement was up for the city administrator position - closes Nov. 16
- Internal stakeholders meeting was tomorrow and in process.
- Melody had been working on the newsletter when the power outage occurred, which also resulted in City Hall closing early for the day. He confirmed that she has also been managing meter readings, utility billing, and court, so the newsletter is expected to be printed this Friday.

PUBLIC COMMENT

Rob Daykin approached Council and provided additional background on Rudy Gomez's 11th Street lot, recommending that Council review documents related to a potential annexation agreement. He also offered clarification on the repair loan and its compliance with DEQ requirements.

Kit Johnston provided several county updates, including the lifting of a restriction on a McMinnville park that added additional property. He reported progress on expanding transitional housing, noting the project will go out to bid within the next 30 days and that two existing buildings will be demolished to create eight studio apartments. Johnston also mentioned an upcoming meeting with ODOT regarding funding for various projects. A brief discussion followed.

EXECUTIVE SESSION

The Dundee City Council met in Executive Session in accordance with ORS 192.660 (f) (2) to consider information or records that are exempt by law from public inspection.

The Dundee City Council met in Executive Session in accordance with ORS 192.660 (h) (2) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The meeting was adjourned at 9:16 P.M.

David Ford, Mayor

Attest:

Brandon Hamilton, Interim City Administrator

DRAFT

2025 Dundee Stats

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Traffic Citations	32	42	72	53	44	46	124	48	85	56			602
Written Warnings	10	12	13	7	9	12	56	8	39	5			171
Traffic Stops	72	80	118	114	91	105	183	111	136	83			1093
Motor Vehicle Accidents	7	6	5	5	4	5	3	2	3	4			44
Noise Complaints	0	0	1	1	2	0	2	3	3	3			15
Adult Arrests	8	6	4	0	5	1	8	2	3	2			39
Juvenile Custodies	6	0	0	0	0	0	2	1	0	0			9
Behavior Health	1	3	3	1	0	0	4	4	0	2			18
DUIs	1	0	1	1	0	0	0	0	2	1			6
Calls for Service	72	189	234	239	250	267	356	243	267	203			2,320



Date: November 4, 2025

To: City Council

Cc: Interim City Administrator Hamilton

RE: Meter order

Per discussions we were waiting until the end of November to order our first round of meters to be installed this winter.

Attached is the quote for these meters, if all goes well, we will be ordering the next round in March.

Respectfully asking approval for \$33,961.00 for the meters.

Thank you!

Chuck Simpson
Public Works Superintendent
503.538.6700 ext1
Chuck.simpson@dundeecity.org



Customer: BIDDING CONTRACTORS
Estimator: Jaeden Walters
Job Name: METER QUOTE
Location: VANCOUVER WA

Estimate: E611505
Bid Date: 11/4/2025

Line	Qty	UoM	Description	Unit Price	Extended Price
1	100	EA	5/8" X 3/4" 2200 .001CF WATER METER, ACOUSTIC LEAK DETECTION, AMI, AMR, 7-1/2" LENGTH, COMPOSITE, CONF#110 DISPLAYING IN 1000 CF KAMSTRUP	339.61	33,961.00
2	1		METERS TO BE PROGRAMMED TO .000CF, .00GPM BILL		
Approximate Total					33,961.00