



# CITY OF DUNDEE CITY COUNCIL MEETING

801 N. Highway 99W, Dundee, OR 97115

City Hall Phone: (503) 538-3922 Website: [www.DundeeCity.org](http://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.*

NOVEMBER 4, 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 30, 2025 Pages 3-4  
*Action Requested: Motion to Accept the Consent Agenda*
5. OLD Business:
  - 5.1 Water Right Open House Recap Pages  
*Discussion*
6. New Business:
  - 6.1 Wastewater Treatment Plant Capacity Presentation Pages 5-9  
*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. Executive Session: In accordance with ORS 192.660 (h) to consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
12. Adjourn

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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**  
**Special City Council Meeting Minutes**  
**September 30, 2025**

**CALL TO ORDER**

Mayor David Ford called the meeting to order at 7:03 P.M.

**COUNCIL AND STAFF ATTENDANCE**

Attendance Via Zoom: City Council President Storr Nelson; City Councilors Bryan Weil, Michael Caruso and David Hinson. Absent: Mayor David Ford; City Councilors Alex Chipper and Tim Weaver.

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

Public Attendance:

None.

**RECRUITMENT FOR HIRING A PERMANENT CITY ADMINISTRATOR**

City Council President Nelson opened the meeting with a brief introduction to the salary study. Interim C.A. Hamilton noted that materials were provided by Prothman and suggested adding Gervais and Hubbard for comparison. A discussion followed regarding starting salaries, comparable cities, and competitive ranges. Council's consensus was to set the city administrator's salary range at \$120,000 to \$150,000.

**ACTION: Motion to Set the Range for the City Administrator Salary at \$120,000-\$150,000 for the Advertisement.**

Motion: C. Weil  
Second: C. Caruso  
Vote: C. Hinson, C. Nelson

A brief discussion ensued regarding the school boundary committee, including potential members. Council identified Ed Carlisle, Ted Crawford, Bethany Caruso and Mary Beth as strong choices for the committee. C. Caruso volunteered to attend the next meeting on behalf of the city council.

An additional brief discussion followed regarding the public safety levy letter to be mailed to all residents. Council reviewed appropriate wording for the letter, including confirmation of certified and reliable Fire and EMS services, acknowledgment of recent 24/7 coverage, and clarification that the decision impacts all residents, whether renting or owning. Interim C.A. Hamilton stated he would send a revised version of the letter the following morning for final approval.

The meeting was adjourned at 7:39 P.M.

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David Ford, Mayor

Attest:

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Brandon Hamilton, Interim City Administrator

DRAFT



Date: October 27, 2025

To: City Council  
Cc: Interim CA Hamilton  
Re: WWTP

I've been asked to present to the City Council the state of the WWTP facility, the current and remaining capacity, and its projected life span.

- State of facility: As of today the plant is operating, albeit with some gremlins, as designed, however in the next few months we will be diverting flows and then ultimately over flowing when our storage capacity is full, that not only doesn't sit well with DEQ, it does harm the WWTPs biology which does take time to recover.
- Remaining capacity: The plant was designed to treat 1.68 MGD and peak flows of 2.75MGD @ 100% efficiency, average flows are .450MGD for the year minus the amount we must divert in the wetter months (which is not metered).

Summer flows average .275MGD which does leave an abundance of capacity.

Unfortunately, in the current state of the filters, the plant cannot run 100% efficiently during the wetter months and we must divert to the storage ponds and then run through treatment in the summer.

The influent pump station during a heavy rain event was running at full capacity and running out the door of the headworks building at an estimate of 4MGD.

- Incoming development: At the current time there's room for development, again during the dryer months we can treat what's coming in.
- Life span of facility: The plant was made to expand with growth, there's room for 1 more stack of filter cassettes in the existing basins (with exception to 1B which is full) as well as 2B an unpopulated basin, and then there's room for an entire train to be added.
- Future planning: Other than the immediate needs of filter replacement and UV disinfection upgrades, an Aggressive I&I program, MH inspections, Smoke testing, and Line inspections (camera).

- Additional: Revaluation of the need for class “A” water, is it in the future of Dundee that the need will be present? The cost of moving the class “A” water of site to a usable customer were quite high, the idea was brought up internally of converting one side or the expansion of the plant to a SBR (sequencing batch reactor) which would theoretically treat all incoming flows.

**Additional information provided: Current flow report data up to today, schematic of WWTP facility**

Thank you!

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



Date: October 15, 2025

The public works department has surplus Sensus meter equipment it would like to pass on to the next user.

We have 27 brand new double port radios and 7 single port radios along with some miscellaneous meter parts that we will not be using now that we are switching to a new provider.

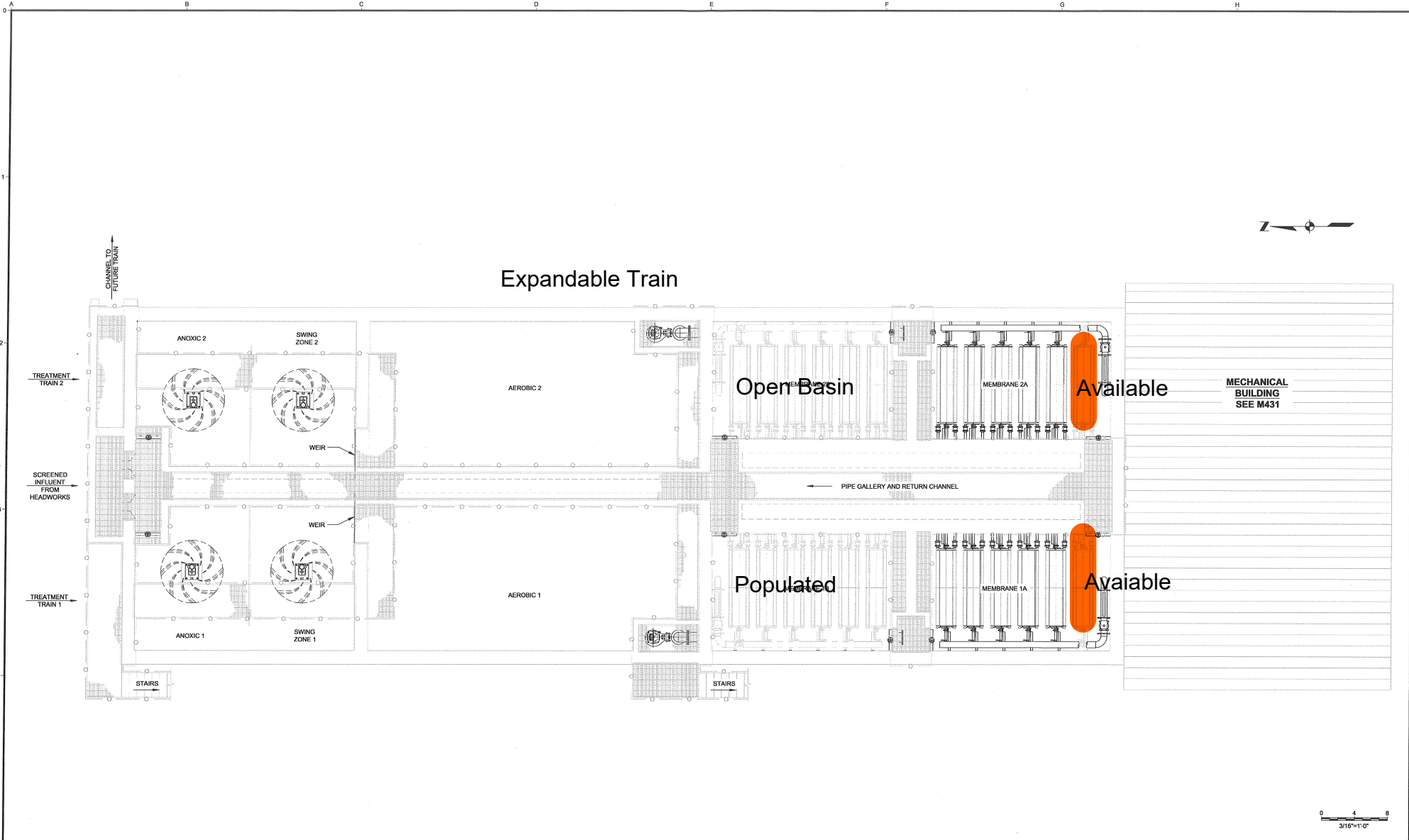
We will be using a government auction site to get the best price for this equipment.

Thank you!

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

2025	Max Inf MGD	Max Eff MGD	Day	Avg MGD	Days above 1MGD	Date/Range	Days above .9mgd	Date/Range	Diversion (From Log Book)	Overflow (From Log Book)
Jan	0.556	0.269	31-Jan	0.362	0		0		Jan 7,8,9,10,26	Jan 1st- 15th Diverting and overflowing 1st-15th, Blowers reprogrammed and a dry month Dry month so far MBR 1A brought back online Feb 4th.
Feb	0.747	0.763	23-Feb	0.486	0		0	Feb 21,23-Mar 3rd		
Mar	0.756	0.776	20-Mar	0.543					Mar 1,2,3,10,13,21,22,	17
April	0.61	0.618	6-Apr	0.545				17		
May	0.372	0.428	13-May	0.293						
June	0.352	0.356	2-Jun	0.263						
July	0.219	0.281	1-Jul	0.189						
Aug	0.203	0.282	17-Aug	0.203						
Sept	0.232	0.263	9-Sep	0.203						
Oct	0.473	0.442	26-Oct	0.222						

MGD=million gallons per day



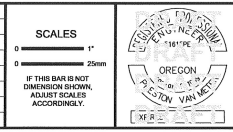
6/6

STEPHANIE GOTSCH 12/29/2009 3:24 PM

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NO.	REVISION	DATE	BY

SCALES	
0	1"
0	25mm
IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.	



DESIGNED	RSPT/JJA
DRAWN	SLG
CHECKED	PLVM

CITY OF DUNDEE  
YAMHILL COUNTY, OREGON  
**WASTEWATER TREATMENT PLANT PROJECT**  
  
Kennedy/Jenks Consultants  
200 S.W. MARKET, SUITE 500, PORTLAND OREGON 97201

**MBR OVERALL PLAN**

**20% SUBMITTAL**

FILE NAME	099100500M421.DWG
JOB NO.	0991005.00
DATE	DECEMBER 2009
SHEET	OF
<b>M421</b>	