

CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

Phone (503) 538-3922 ~ Fax (503) 538-1958

Email: DundeeCity3@comcast.net Website: 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.

MARCH 1, 2016 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.
5. 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.
 - 5.1 City Council Minutes, February 16, 2016 Pages 1-6
Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 City Administrator Annual Evaluation Pages 7-12
Discussion
 - 6.2 Spring Clean-Up Event Pages 13-14
Discussion
 - 6.3 C-More Pipe Change Order Pages 15-20
Action Required
7. New Business:
 - 7.1 Landscape Services Agreement Pages 21-24
Discussion
 - 7.2 Budget Committee Appointments Pages 25-32
Action Required
 - 7.3 Dundee's Local Government Dinner Pages 33-42
Action Required
8. Council Concerns & Committee Reports
9. Mayor's Report
10. City Administrator Report
11. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.

12. Adjourn

Pending Business:

1. Public Works
 - 1.1 Water Master Plan Update
 - 1.2 Highway 99W Sidewalk/Streetscape
 - 1.3 Inflow & Infiltration Program

2. Planning/Land Use
 - 2.1 Dundee Riverside Master Plan – Future Actions
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Industrial Zone Standards
 - 2.4 Marijuana Facilities

3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 LID 2013-01 Final Assessment Ordinance

4. Parks & Trails
 - 4.1 Viewmont Greenway Park Improvement
 - 4.2 Harvey Creek Trail Property Rehabilitation
 - 4.3 WWTP Nature Park Grant Application

5. Next Available Ordinance & Resolution No's.
 - 5.1 Ordinance No. 545-2016
 - 5.2 Resolution No. 2016-02

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 Assistant City Recorder at City Hall (503) 538-3922.

**CITY COUNCIL MEETING
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**City of Dundee
City Council Meeting Minutes
February 16, 2016**

Call to Order

Mayor Russ called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Mayor David Russ, Councilors Jeannette Adlong, Ted Crawford (7:02 P.M.), Storr Nelson, Doug Pugsley, Kristen Svicarovich, and Tim Weaver. Staff members: Rob Daykin, City Administrator, Peter Watts, City Attorney, Michael Humm, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Chris Fanger.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, February 2, 2016 and 5.2 Financial Report Ending January 31, 2016. **The motion** passed unanimously.

Old Business

Sewer I & I Investigation Findings

City Engineer Humm distributed and reviewed a map of the sewer system noting that Chuck Simpson, Utility Worker II, has identified eight additional manholes in need of repair. There are twenty-two currently under contract with C-More Pipe for repair; with the additional eight pending. Humm identified the location of the 30 manholes, circled in purple, and the completed CCTV work indicated in yellow. Humm will review with staff to determine which of the additional manholes should be addressed now under the current contract. The CCTV revealed the original concrete sewer main installed in the late 1960's to be in good shape. Defects found in the sewer lines include joints, lateral connections, and utility bores through the pipes (four). Property owners are responsible for their sewer line from the home to the main line under the City's regulations; they would be responsible for the maintenance and repair of the lateral connections. Councilor Svicarovich asked for an estimate of the cost to a homeowner to correct a lateral connection issue. Humm estimated \$5,000. The four documented underground utility bores penetrating the pipelines belong to Frontier Communications. A repair for this issue would involve a contractor removing the conduit and line, repair of the pipe, and Frontier relocating their utility. Frontier would be responsible for the repair cost. Humm noted the investigation cost for the segment (manhole to manhole) should be reimbursable by Frontier. Simpson noted high flows in the manholes on Upland Drive near the intersection with Walnut Avenue. Staff recommendation is to add Upland Drive for CCTV inspection services and to place Red Hills Drive and Alder Street on a list for future CCTV work. A phased sewer project of 12 defective laterals at \$66,000 (homeowner's responsibility), 4 utility bores at \$66,000 (utility's responsibility), defect repairs (broken pipes) at \$68,000, and \$30,000 in administrative costs

would have an estimated cost of \$230,000. Mayor Russ inquired if inline robotic grouting was available. Humm confirmed that is a consideration and robotic injection of grout was used during the slip line work previously completed. Alder Terrace Mobile Home Park has been asked to complete CCTV work to identify defects and the corrective repairs needed. City Administrator Daykin noted the sanitary sewer lateral on Seventh Street appears to have been damaged during a prior street reconstruction project with the installation of storm sewers.

The Mayor inquired the possibility of a cost break for a contractor to complete repairs to several private properties in town. Humm replied it could be a possibility. Russ suggested city staff contact contractor with identified properties to determine a group cost and offer the homeowners the opportunity to take care of the issue at the cost and time specified with a small amount of assisted funding from the city as an incentive for the property owners. Staff will work on a plan.

Sewer CCTV Inspection Change Order

The three lines in blue on the map are areas with possible conflicts (Upland Drive, Red Hills Drive and Alder Street) of Frontier's underground installation with sewer lines. The staff recommendation is to add Upland Drive for CCTV work and hold the other two for later work. Humm acknowledged that it would be easier to include any additional sewer line damage from Frontier's underground installation if found at this time rather than waiting. **The motion** was made and seconded to authorize a change order with Pacific Int-R-Tek to add cleaning and CCTV inspection of sewer lines of approximately 270 feet on Upland Drive, 506 feet on Red Hills Drive, and 632 feet on Alder Street. **The motion** passed unanimously.

C. A. Daykin referred to the \$600,000 DEQ loan application for anticipated sewer collection system work. It does not appear to make sense to continue the application for a smaller loan amount subject to an environmental review with consultant and engineering fees at an estimated \$15,000. We are completing the I & I repairs from the reserves set aside for sludge removal; which may postpone the removal of sludge at the Wastewater Treatment Plant this year.

Resolution No. 2016-01, City Charter Chapter XI Amendment

The resolution returns from the February 2nd meeting at Council's direction. **The motion** was made and seconded to approve Resolution No. 2016-01, a resolution approving referral to the electors of the City of Dundee at the May 17, 2016 election, the question of whether to amend Chapter XI of the Dundee Charter relating to Urban Renewal.

C. Nelson clarified the safeguards are: Urban Renewal is capped at 3% of market value and a public vote is required on bonds with a maturity date more than ten years. City Attorney Watts counseled that as State law changes our regulations will track with the changes. C. Nelson inquired if the real market value is the value at the time the indebtedness is undertaken or at the completion of the project. Daykin responded the maximum indebtedness is stated in the plan at the time of its adoption. Maximum indebtedness is the amount of increment tax financing revenue dollars distributed to the urban renewal plan. After further discussion of whether to amend the language to *financing of the initial indebtedness*; Watts expressed concern a voter might read it in ballot title as the initial indebtedness is capped at 3% but there can be additional indebtedness later in time. C. Nelson called for the question. **The motion** passed unanimously.

2016 Council Goals

Two methods of identifying objectives were offered for prioritizing the goals: 1) name the top four objectives or 2) pick the most important objective from each of the five goals. They will be listed as footnotes in the goals as objectives of high importance. A handout was presented identifying the Councilors choices. Councilor Weaver noted his intent for #1 was Goal 1 Objective 3 - I & I Reduction.

Two Councilors had not responded prior to the meeting and shared their choices:

Councilor Pugsley:

- 1) Goal 3 Objective 2 - Riverside Park Development
- 2) Goal 1 Objective 1 - Fair SDC Rates
- 3) Goal 2 Objective 2 - Development Code-Park Land/Storm Water
- 4) Goal 1 Objective 16 - Manage Water Rates

Councilor Adlong:

- 1) Goal 1 Objective 1 – Fair SDC Rates
- 2) Goal 2 Objective 2 - Development Code-Park Land/Storm Water
- 3) Goal 3 Objective 6 - Purchase Land Adjacent to Harvey Creek Trail
- 4) Goal 1 Objective 14 – Pedestrian Safety – Highway 99W

After further discussion, the majority consensus of the top four ranked objectives:

- Goal 1 Objective 1 – Fair SDC Rates
- Goal 2 Objective 2 - Development Code-Park Land/Storm Water
- Goal 1 Objective 3 - I & I Reduction
- Goal 2 Objective 3 - Riverside Zone District and Design Standards

New Business

Planning Services Fee Adjustment

The motion was made and seconded to accept the proposed hourly rate of \$76 for planning services provided by the City of Newberg effective July 1, 2016. C. Nelson inquired if staff was satisfied with their services. Daykin responded they are doing a good job. Jessica Pelz has been our Planner since 2011. **The motion** passed unanimously.

Parks Advisory Committee Appointments

An application for the vacant Parks Advisory Committee was received from Christopher Fanger; who was in attendance. C. Adlong asked for the current membership to be reappointed. Christopher Fanger relayed he wants to be more active in the community. **The motion** was made and seconded to appoint Christopher Fanger to the Parks Advisory Committee and to confirm the reappointments of the previously appointed members of the Parks Advisory Committee. **The motion** passed unanimously.

Council Concerns and Committee Reports

None.

Mayor's Report

A board member of the Newberg Animal Shelter asked the city for a donation for their "Wine and Whiskers" event; a raffle basket with a value of \$150 or more or a silent auction item valued at \$250 or more.

A complaint was received from Jennifer Andrea, Dundee resident, on the Fire Station's siren. The siren is part of the requirements for a dual notice system. C. Pugsley suggested educating the community of the reasons why the department uses the siren in the upcoming newsletter.

The Mayor visited the Dundee Elementary School to kick off the "If I Were a Mayor" contest. Principal Reed Langdon had shared with the Council the desire to get the children involved in the community. Russ relayed the Council's goals to the children to see if there was any interest in a possible project. C. Weaver suggested a project could be a fix to the drop off/pick up problem created by the parking area.

City Administrator's Report

Staff met with Tony Snyder, ODOT, for an update on the Transportation Enhancement sidewalk project. Their cost estimates are way over budget; \$1 million over in their design for phase 2. We have their cost estimate; but have requested and are waiting to review their design. A meeting is scheduled with Tim Potter, ODOT, Snyder, Engineer Charles Eaton and City Engineer Reid on the 25th to review the cost estimates and determine what happens next. Engineer Reid has updated our cost estimates to reflect replacing all the curbs. Potter was advised that we can't afford to wait another year on this project.

Planner Pelz has been training the new Planning Commissioners. There is a Public Hearing on the marijuana regulations this Wednesday.

Chief Stock met with representatives from the Tualatin Valley Fire and Rescue (TVFR) and the City of Newberg's Fire Department on the proposed contract and how it will affect the City of Dundee. TVFR wants Dispatch Communications moved to Washington County for the Newberg and Dundee Fire Departments. We replied that is okay if it does not involve additional cost.

C. Adlong questioned how the collection of the marijuana taxes was going. Daykin replied it is going well. The seller is willing to make monthly payments in lieu of the quarterly payments required by the ordinance; which helps facilitate the banking process. C. Crawford inquired if there will be a variance for the sale of marijuana in the old Riteway Meat building at Seventh and Highway 99W. Daykin advised the Public Hearing item is a change in the Development Code regulations to address the new license facilities, including retail, wholesale, processors, producers and laboratories to identify where the uses will be appropriate in zoning districts and if there should be additional criteria applied. This will be brought to the Council with the Planning Commission's recommendation.

C. Crawford relayed a rumor there is an agreement on the Bypass interchange with the Ladd Hill Neighborhood Association. He expressed concern that ODOT's savings on the project has been applied to this agreement instead of funding a fix for the fishhook, as we were assured, and that Dundee wasn't included in the discussions.

Public Comment

None.

The meeting was adjourned at 8:48 P.M.

David Russ
Mayor

Attest:

Debra L. Manning, MMC
Assistant City Recorder

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 22, 2016
Re: City Administrator Annual Review

Council expressed interest in reviewing the process used in the annual evaluation of the City Administrator position. Attached is the form used in the prior annual performance evaluations. The evaluations conducted in the even years have been facilitated by Nancy Boyer, Executive Director of the Mid-Willamette Valley Council of Governments (COG). Nancy had the councilors complete and return the evaluations to her to summarize the results, which were subsequently reviewed in executive session. Nancy also conducted salary surveys for the City Administrator position of similar sized cities, which were used as the basis for establishing the position's salary. The current annual salary is \$80,340, which went into effect July 1, 2014.

The annual evaluation should be an opportunity to not only assess job performance, but to improve communication and reduce misunderstanding and conflict between the Council and the City Administrator, provide feedback on successes and shortcomings, and affirm the roles and responsibilities of the Council and staff. It is not unusual that individual councilors will have different ways in viewing and responding to the evaluation criteria; however, it is important to keep in mind that the evaluation should reflect the views of the Council as a whole. Nancy understands that individual councilors had expressed some concerns in responding to some of the evaluation criteria. Prior to accepting the Executive Director position for the COG, Nancy was the HR Director/Assistant City Manager of Newport and understands the challenges councilors face in evaluating a city manager or administrator. Nancy will attend the March 1 meeting to discuss the evaluation process with the Council. In addition to considering any changes to the evaluation process; a date should be selected for review of the performance evaluation with the City Administrator. Typically the evaluation is conducted in executive session at a regular council meeting; I suggest the April 5 meeting.

Process

Goals and Measures are adopted in February of each year, with changes to reflect Council updated goals and pending Council actions. Revise in July with the adopted budget.

Council evaluates based on goals and measures for one full year of performance opportunity for the Administrator and the organization.

Goals and Performance Measures for the next year are developed in January through April, adopted in July and the administrator is evaluated on performance of the adopted criteria the next year.

City Administrator does a self-evaluation appraisal for use in facilitated setting.

RATINGS FOR CITY ADMINISTRATOR EVALUATION FORM

The following factors are designed to evaluate the performance of the City Administrator. In evaluating his performance, it is important that you base your rating on an objective scale. With that in mind, the various factors should be rated based upon your concept of how well he has met the criteria listed below.

Rating 5: Outstanding

Consistently superior to the standards required of the position.

Rating 4: Distinctive Performance

Performance is above the level of a satisfactory employee, but has not yet achieved a consistent level of superior or outstanding performance.

Rating 3: Fully Satisfactory, Acceptable

Consistently meets the standards of the position.

Rating 2: Marginal

Frequently below the minimum.

Rating 1: Unsatisfactory

Unacceptable.

PERSONAL TRAITS

Controls emotions effectively in difficult situations. Is creative in developing practical solutions to problems faced in the course of work. Is flexible in accepting and adjusting to change. Uses common sense. Has positive attitude. Demonstrates personal honesty and frankness in day- to-day relationships. Seeks to improve own skills and knowledge. Completes work in acceptable time periods. Performs work accurately.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

GOAL ACHIEVING

Takes initiative to get job done correctly and thoroughly. Perceives new responsibilities and proceeds independently to undertake and/or expand those responsibilities. Accepts responsibility for own work. Achieves goals set by or in conjunction with City Council. Develop effective, efficient plans and strategies for Council's goals, achievement and policy implementation. Implements and coordinates plans and daily operations. Establishes appropriate administrative and operational priorities.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

COMMUNICATION

Written communications are clear, concise and accurate. Oral communications are clear, Concise, expresses self effectively. Thorough, concise, articulate and in full communication with necessary people.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

FISCAL MANAGEMENT

Prepares and proposes in a timely manner a balanced, understandable and realistic budget. Budget is well documented and organized to assist Council with policy decisions. Seeks efficiency, economy and effectiveness in all programs. Controls expenditures in accordance with the approved budget. Keeps City Council informed about revenues and expenditures, actual and projected. Makes sound decisions that consider cost/benefit. Shows innovation in reducing expenses.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

LEADERSHIP AND DECISION MAKING

Attempts to obtain all available facts prior to making a decision. Is objective in decision making. Considers possible alternatives and their consequences before making a decision. Has the ability to reach timely decisions, and initiates action without being compulsive. Exhibits ability to resolve problems under strained and unpleasant conditions. Uses common sense, tact, and diplomacy. Uses ability to use logical and sound judgments in use of resources, determining course of action, and defining solutions to problems. Notifies all affected parties prior to implementing decisions. Inspires a shared vision and enlist staff and Council support. Seeks opportunities to improve the organization and pursue them. Enables others to act by creating an atmosphere of trust and collaboration. Creates standards of excellence and models the behavior.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

INTERGOVERNMENTAL

Represents City to intergovernmental bodies. Effective communication with local, regional, state, and federal governmental agencies. Financial resources (cost sharing, grants, etc.) from other organizations are pursued. Contributes to good government through participation in local, regional and state committees and organizations. Lobbies effectively with legislators and state agencies regarding City programs and projects.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

COMMUNITY RELATIONS

Represents City with positive outlook. Personally projects a positive public image. Is courteous to public at all times. Keeps commitments to the public. Seeks to use criticism of self or City in positive ways. Maintains effective relationships with media representatives. Available and visible to citizens. Maintains effective media contact/relations. Open to suggestions from the public concerning improvements in services. Resolves citizen complaints consistent with council policy in a timely manner. Open and honest with citizens. Utilizes consensus-building skills with citizens. Takes a consistent position with different audiences.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

CITY COUNCIL RELATIONS

Keeps Council informed of problems, issues, current plans and activities, legislation, governmental practices, etc. Reporting to Council is timely, clear, concise and thorough. Council agenda preparation is thorough and timely. City Administrator and staff reports are thorough and timely. Effectively implements policies and programs approved by the Council. Accepts direction or instructions in a positive manner. Effectively aids the Council in establishing long-range goals. Participates in Council discussions and makes recommendations where appropriate but allows the Council to make policy decisions

without exerting undue pressure. Anticipates and advises the Council regarding important foreseeable problems, needs and opportunities.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

MANAGEMENT SKILLS

City Administrator exhibits resilience; maintains motivation and energy in spite of constant demands; follows through in a timely manner on commitments and requests; is proactive in recognizing issues and initiating action; handles people well in difficult situations; has the ability to resolve the conflicts inherent in a public agency; is a good negotiator and listens to understand the positions and circumstances of others and communicates that understanding.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

PERSONNEL RELATIONS

Promotes team work and cooperation among employees. Builds and motivates the team. Earns the cooperation and respect of subordinates. Encourages employees to update their skills and training. Recognizes the value of excellence in employees and uses all reasonable efforts to ensure that the best available individuals are recruited, hired, and continue to work for the City. Ensures annual evaluations for all employees.

<u>Unsatisfactory</u>	<u>Marginal</u>	<u>Fully Satisfactory</u>	<u>Distinctive Performance</u>	<u>Outstanding</u>
1	2	3	4	5

Comments:

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 23, 2016
Re: Spring Clean-Up Event

One of the objectives added during the 2016 Goal-Setting Workshop is to implement a yearly spring clean-up event. A priority 1 was assigned to the objective, which means it should be accommodated in the preparation of the FY 2016-17 budget. However, I need more direction from Council in order to evaluate the budgetary implications. The background on this issue starts with the adoption of Ordinance 494-2010 on October 19, 2010 that prohibited open burning of yard debris in Dundee. This policy was implemented following many discussions on air quality and public health issues associated with this practice. Also, it was noted that most households were able to dispose of their excess yard waste through the yard debris collection program provided by Waste Management. In order to accommodate households with larger lots with more extensive landscaping, Council implemented a special seasonal yard waste collection involving the placement of roll-off containers during the spring and fall at various locations in Dundee. This program was funded out of the State Revenue Sharing Fund. Over time the special yard waste collection program was intentionally phased out with the last event occurring in fall 2013.

Part of the problem with the special yard waste collection program is that the containers were unintended and there was no tracking of how many households were actually using the service, and whether it became a convenient means of disposal for persons and/or uses that the program was not intended to serve. In May 2014 Waste Management provided an extra weekly pick-up of the yard waste roll-carts on Saturdays as pilot program that was followed up with a customer survey. About 20% of the estimated 900 residential customers in Dundee participated in the pilot Saturday yard waste program, however, only 37 responded to the survey. Following review of the survey results with Waste Management representatives, Council decided to not add the seasonal Saturday yard waste collection service. One of the factors that Council considered in phasing out the special yard waste program was the availability of households to take woody materials to the paper mill in Newberg at no cost. This ceased to be an option with the recent closure of the mill. Households may still transport these same materials to the Newberg Waste Management transfer station, but there is a disposal fee of \$12 per cubic yard (up to 300 pounds).

The objective describes a "Spring Clean-Up Event", so it is unclear whether the intent is to re-introduce the special yard waste collection program or a start a different program that includes the collection and removal of other bulky debris that accumulates around a household, such as appliances, tires, mattresses, furniture, etc. If this objective is mainly a response to the closure of the mill, then the most cost-effective solution would be to offer vouchers to households that are redeemed at the Newberg transfer station by Dundee residents dropping off their bulky yard waste. A voucher system would include customer eligibility verification and could be structured to reduce potential abuse. The

vouchers could be administered by the City or Waste Management, and no matter the manner of administration, the cost of the vouchers may be appropriated either out of the City's budget or incorporated as a cost of service provided by Waste Management and funded by user rates. If the intent is to start up a new, expanded community clean-up program, then I recommend incorporating it into the services provided by Waste Management. Waste Management has experience with other cities in providing a community wide clean-up event. The cost of the new program would be captured by all ratepayers whether they individually choose to use the program directly or not. One of the challenges is the cost of a clean-up event may vary greatly year to year, which impacts the accuracy of establishing rates to meet Waste Management's return on investment target. I expect Waste Management will be presenting a general rate increase request in the next few months so it would be good to advise them in advance if the Council is interested in including an annual community clean-up event in their scope of services.

R E P O R T

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 25, 2016
Re: C-More Pipe Change Order

At the February 2 meeting, the Council approved Change Order 1 to the C-More Pipe Manhole Repair Contract in the amount of \$10,145. At that same meeting it was disclosed that additional defective manholes were identified, but the cost was not determined. Council authorized the additional work up to a total project cost of \$30,000. Change Order 2 (attached) was priced out at \$7,621, which raised the total contract price to \$29,208. Subsequently, it was determined that four additional manholes identified by the City for quotes were repaired prior to formal approval from the City. This work is reflected in Change Order 3. Project Engineer Michael Humm confirmed that these last four manholes had the same types of defects and recommended their repair. Since C-More Pipe was ending their work with five of the manholes yet to be completed with Change Order 2, I authorized Change Order 3 along with Change Order 2 to ensure repair of all of the manholes that were determined to have I&I defects. Since the final price of the contract exceeds the previously authorized amount of \$30,000, I request Council affirmation of my actions.

Recommendation: Motion to approved Change Order 3 to the C-More Pipe Manhole Repair Contract, extending the total project cost to \$32,552.

To: Brenda McCoy-Manfredo
 C-More Pipe Services Co.
 9530 Rickreall Rd.
 Rickreall, Oregon 97371

Sheet 1 of 1
 Date: 17 February 2016
 K/J Job No.: 1291017*00
 Project: Dundee Manhole Rehabilitation Project

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

All work described by Kennedy/Jenks Consultants in Addendum 2 for the rehabilitation of eight additional manholes.

By reason of this proposed change an extension of one week is allowed.

Total cost of increase/decrease of change not to exceed \$ 7,621.00 and is detailed below.

Labor & Equipment to Chemically Seal Identified I/I Leaks in Manholes per Addendum Summary #2

- MH # 20, 104 = \$961/Ea.
- MH # 102 = \$1,040.00 – includes coating entire bench and channel repair work
- MH # 56, 57, 297= \$1,021.00/Ea
- MH #127 = #1131.00 – includes traffic control for Hwy 99
- MH #17 = \$465.00 – chemical grout (15 gallons) and seal with mortar

Exclusions: Major traffic control or DOT permits, by-pass pumping, water meter deposit, and debris disposal fees. CMPS accepts no liability for unforeseeable conditions. Any additional labor & materials beyond the identified I/I leak identification and scope of this project quoted above will be determined prior to proceeding past the original scope and will require a written change order prior to proceeding.

The City of Dundee shall provide (as needed):

- Water for Cleaning and related hydrant permit fees
- Debris Disposal Site/Spray Unit Wash Out Area
- Map and project specific documentation
- Signed proposal acceptance and/or verbal acceptance of proposal and request to proceed

Submitted by Michael Humm, PE Title Engineer Date 2/17/2016

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

Accepted by	<u>Brenda McCoy-Manfredo</u>	Title	<u>VP operations</u>
Contractor	<u>C-More Pipe Services</u>	Date	<u>2/18/16</u>
Approved by	<u>Kou Danjiri</u>	Title	<u>City Administrator</u>
Owner	<u>City of Dundee</u>	Date	<u>2/24/16</u>

Kennedy/Jenks Consultants

Engineers & Scientists

421 SW 6th Ave., Suite 1000
Portland, Oregon 97204
503-423-4000
FAX: 503-295-4901

February 25, 2016

Mr. Rob Daykin
City Administrator
City of Dundee
PO Box 220
620 SW 5th Street
Dundee, OR 97115

Subject: Engineers Recommendation
Manhole Repair Project
City of Dundee

Dear Mr. Daykin:

C-More Pipe is continuing to complete the manhole repairs identified and presented to City Council February 2 and February 16 of this year. During the February 16th meeting, I presented a project summary indicating a total of 30 manholes had been identified per Table 1 below.

Table 1: Summary of Contracted Manhole Work presented on 2/16/16

Original Contract	\$11,442.00	12 MHs
CO #1	\$10,145.00	10 MHs
CO #2	\$7,621.00	8 MHs
Total To Date	\$29,208.00	30 MHs

Between presenting this information to Council on February 16th and reviewing and discussing project status with C-More Pipe on February 22nd, I realized C-More Pipe had mistakenly omitted four manholes for which they were requested to quote. As this discussion continued, C-More Pipe also indicated that there was miscommunication between their office and their field crews and the four manholes yet to be quoted had already been repaired in the field. This work was completed before a change directive was provided to the Contractor.

Following this discussion, C-More Pipe provided a cost quotation for the four manholes in question, totaling \$3,344.00.

Upon notification, you and I reviewed the situation. C-More pipe had 5 manholes remaining on their contracted scope of work which were yet to be repaired. This allowed the opportunity to 'trade' the un-quoted manholes with manholes previously contracted. This approach would preserve the \$30,000 threshold approved by City Council on February 2.

Mr. Rob Daykin
City of Dundee
Manhole Repair
Project February 25,
2016 Page 2

Alternatively, these additional manholes could be added to the project based on the quote provided, extending the total project cost to \$32,552.00.

C-More Pipe was nearing the completion of their work and expected to be demobilized by Friday February 26th given no changes to the project scope. With the potential 'trade' option and swapping 4 of the last 5 manholes for work now already completed, C-More would only have one day's work remaining.

Given the timing of uncovering this oversight, you and I discussed the need to expedite a decision and either maintain the scope or release the Contractor. We felt there was not sufficient time available to provide a 48 hour notice and hold a special meeting with Council without incurring a delay or demobilization/re-mobilization cost.

As with all the manholes I've presented at City Council, I believe each of the manholes identified has warranted repair work. While we have tried to prioritize these manholes based on infiltration flow rates, the fluctuation of groundwater makes it difficult to compare infiltration rates across the manholes. Instead, field inspections by City Staff have been used to validate the repair needs of the manholes prior to presenting to C-More Pipe for quote. Additionally, I believe the manhole repairs are generally easier and less expensive than pipe repairs that would be targeting similar infiltration flows. Therefore, it was my recommendation to Rob to complete repairs of these 4 additional manholes, adding \$3,344.00 to the project cost.

While I wish I could have sought the guidance of the City Council, given the time constraints, I based my recommendation on previous I&I discussions with the Council and knowing the Council's past support for this project. While this recommended does exceed the Council authorized project cost, I hope it remains in line with Council's opinion. As with all the recommendations I present to Council, I developed this recommendation with the best interest of the City in mind.

If you'd like any additional information or have questions, please contact me at your convenience if you would like to discuss further.

Very Truly Yours,
KENNEDY/JENKS CONSULTANTS



Michael Humm, P.E.
Enclosures: Change Order #3

To: Brenda McCoy-Manfredo
C-More Pipe Services Co.
9530 Rickreall Rd.
Rickreall, Oregon 97371

Sheet 1 of 1
Date: 24 February 2016
K/J Job No.: 1291017*00
Project: Dundee Manhole Rehabilitation Project

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

All work described by Kennedy/Jenks Consultants for the rehabilitation, including labor and equipment to chemically seal I/I leaks, of four additional manholes (7,9,12 and 15).

By reason of this proposed change no additional time is allowed.

Total cost of increase/decrease of change not to exceed \$ 3,344.00.

Exclusions: Major traffic control or DOT permits, by-pass pumping, water meter deposit, and debris disposal fees. CMPS accepts no liability for unforeseeable conditions. Any additional labor & materials beyond the identified I/I leak identification and scope of this project quoted above will be determined prior to proceeding past the original scope and will require a written change order prior to proceeding.

The City of Dundee shall provide (as needed):

- Water for Cleaning and related hydrant permit fees
- Debris Disposal Site/Spray Unit Wash Out Area
- Map and project specific documentation
- Signed proposal acceptance and/or verbal acceptance of proposal and request to proceed

Submitted by Michael Humm, PE Title Engineer Date 2/24/2016

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

Accepted by	<u>Brenda McCoy-Manfredo</u>	Title	<u>VP operations</u>
Contractor	<u>C-More Pipe Services</u>	Date	<u>2/24/16</u>
Approved by	<u>Scott Jenks</u>	Title	<u>City Administrator</u>
Owner	<u>City of Dundee</u>	Date	<u>2/24/16</u>

R E P O R T

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 24, 2016
Re: Landscape Services Agreement

Although we increased the number of hours for part-time student workers this year to assist with the maintenance of additional landscape areas installed by the City, it has become apparent we lack the expertise to properly supervise that work. Public Works staff is very knowledgeable when it comes to maintenance of public infrastructure, however, our gardening experience is limited and the various seasonal gardening tasks are often in conflict with other scheduled City work. We tried to rely on the expertise of Gardener Bryan Stewart, Chehalem Park and Recreation District (CPRD) to help guide us, but again, the implementation of his advice has not always been successful. Currently, landscaped areas include the Welcome to Dundee sign area at First Street, the Fifth Street planting strip across from the elementary school, the Upland well house, and Edwards Drive. City will be installing additional landscaping as part of the TE Sidewalk/Streetscape project and the future installation of a welcome sign at the south end of town. Also, the City agreed to maintain the planting strip installed with the Bypass project which is being constructed this spring. I requested the attached draft agreement from CPRD to help maintain these landscaped areas located in the public right of way. The draft agreement would compensate CPRD on a time and materials basis for work performed following consultation with the City.

If Council approves the agreement with CPRD, I will work with Bryan Stewart to help prepare a budget estimate for the work expected to be performed in FY 2016-17. Most of the landscape areas are located in street rights of way, which compete for funding of street maintenance activities. I propose that the landscape areas along or visible from Highway 99W enhance the community to attract visitors, and as such, should be funded by the Tourism Fund. This will help reduce the stress on the Street Fund which is already underfunded for basis street maintenance activities.

Recommendation: Motion to authorize the city administrator to execute the intergovernmental agreement with Chehalem Park and Recreation District for landscaping services following review and approval of the final draft of the agreement by the city attorney.

Chehalem Park and Recreation District

INTERGOVERNMENTAL AGREEMENT

Maintenance/Development of Property in City of Dundee

City of Dundee

DRAFT COPY

THIS AGREEMENT is made and entered into by and between the CHEHALEM PARK AND RECREATION DISTRICT, hereinafter referred to as "District", and the City of Dundee, hereinafter referred to as "City", both herein referred to individually or collectively as "Party" or "Parties."

RECITALS:

- A. District has a background in landscaping services provided with the use of District work crews under the supervision of District. District is willing to provide services to City pursuant to this Agreement.
- B. City desires to have services provided by District. Parties are authorized to enter into this intergovernmental agreement under ORS Chapter 190. NOW THEREFORE.

AGREEMENT: Based on the mutual covenants provided below, the parties agree as follows:

1. **DESCRIPTION OF SERVICE.** District will provide the following services for City as District may determine such work to be appropriately completed by a work crew under its supervision.
 - a. Lawn care, shrub and tree care, and shrub bed care which may involve mowing and pruning.
 - b. Site preparations, site clearing, brush cutting, leaves clearing and removal, and other similar short-term/limited duration parks-maintenance related projects.

DRAFT COPY

- c. Consultation on development landscaping areas and plant material.
2. **PERFORMANCE OF SERVICES.** The manner in which services are to be performed and the specific hours to be worked by District shall be determined by District in consultation with City. District will maintain regular contact with City designated employee to review work hours and/or services provided. Should a scheduling or workload issue occur that limits the availability of work crew to perform service identified in agreement, District will make every effort to notify City and will reschedule the work to the next best available date.
3. **PAYMENT.** City will pay a fee as agreed. The fee will be a District reimbursement cost for providing services to City. Reimbursement cost will be the cost for supplies, labor and benefits as agreed to by Parties. The cost for fuel, equipment, replacement and administration will not be included. The City will provide personnel and equipment to the District work crews when parties agree.
4. **TERM AND TERMINATION.** Either party may terminate this Agreement on written notice to the other party. Termination shall not excuse liabilities incurred prior to the termination date. Unless terminated as stated the agreement is from March 30, 2016 through March 30, 2017. Thereafter, it shall automatically renew for successive one year terms beginning March 30, 2017 unless terminated in accordance as stated in Term and Termination.
5. **RELATIONSHIP OF PARTIES.** It is understood by the parties that District is an independent contractor with respect to City, and not an employee of City. City will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of District. Both parties agree to provide workers compensation insurance for their subject workers.

DRAFT COPY

6. **INJURIES.** District acknowledges District's obligation to obtain appropriate insurance coverage for the benefit of District employees, if any. District waives any rights to recovery from City for any injuries District employees or agents may sustain while performing services under this agreement unless caused by the negligent or willful misconduct of City.

7. **INDEMNIFICATION.** District agrees to indemnify and hold City harmless from all claims, losses, expenses, fees including attorney fees, cost, and judgement that may be asserted against City that result from the acts or omissions of agents or employees of District under this agreement, up to Oregon Tort Claim limits. City agrees to indemnify and hold District harmless from all claims, losses, expenses, fees including attorney fees, costs and judgements that may be asserted against District that result from the acts or omissions of agents or employees of City under Agreement up to Oregon Tort Claim limits.

8. **ATTORNEY FEES AND COSTS.** In event an action, suit or proceeding, including appeals there from, is brought for failure to observe any of the terms of this Agreement, each party shall be solely responsible for its own attorney fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.

DONE the last date set forth adjacent to the signatures of the parties below.

**CHEHALEM PARK AND
RECREATION DISTRICT**

CITY OF DUNDEE

DON CLEMENTS, SUPERINTENDENT

ROB DAYKIN, CITY MANAGER

Date: _____

Date: _____

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: February 24, 2016
Re: Budget Committee Appointments

There are two vacant positions to fill on the Budget Committee due to the expiration of terms for Jody Salsberry and Dawn Nelson. Dawn Nelson expressed her interest in re-appointment and submitted an application. We also received applications from Nick Jungwirth, Scott Salsberry, Aaron DeLong, and David Ford.

Members appointed to the Budget Committee must be registered voters in Dundee and cannot be an officer, agent or employee of the City. The number of appointed Budget Committee members shall be equal to the number of the members of the elected governing body. The first scheduled meeting of the Budget Committee this year is April 21 – Budget Calendar attached.

The following is a list of the current appointed Budget Committee members and terms:

Shannon Stueckle	499 SW Viewmont Dr.	December 31, 2016
Robert Negele	260 NW Laurel St.	December 31, 2016
Lee Borgaes	320 SW 3 rd St.	December 31, 2017
Patrick Kelly	1060 SW View Crest Dr.	December 31, 2017
Art Matheny	240 SW Oliver Ct.	December 31, 2017
Vacant		December 31, 2018
Vacant		December 31, 2018

Recommendation: Motion to appoint _____ and _____ to the Budget Committee for terms ending December 31, 2018.

CITY OF DUNDEE
2016-2017 BUDGET CALENDAR

Task	Details	Deadline	Additional Notes
Budget preparation by staff.	Department Heads prepare their budgets and submit to City Administrator by March 1, 2016	March 1, 2016	
Print 1 st notice of Budget Committee Meeting (not more than 30 days before the meeting)		April 6, 2016 Newberg Graphic	Send in notice by March 30, 2016
Print 2 nd notice of budget committee meeting (at least 5 days after 1 st notice, but not less than 5 days before the meeting)		April 13, 2016 Newberg Graphic	Send in notice by April 6, 2015
City Administrator (Budget Officer as appointed by DMC Section 2.12.20(D) prepares draft budget	Budget message prepared.	April 14, 2016 Thursday	
Budget Committee Meets for 1st Meeting		April 21, 2016 7 PM – 9 PM Thursday	Members receive Budget Message and Budget Document. Training on Oregon Budget Procedure
Budget Committee Meeting		April 28, 2016 7 PM – 9 PM Thursday	
Budget Committee Meeting		May 5, 2016 7 PM- 9 PM Thursday	
Budget Committee Meeting			Other meetings, as required.
Publish notice of Budget Hearing (5 to 30 days before the hearing)		May 18, 2016 Newberg Graphic	This date may change if additional Budget Committee meetings are needed
Hold Budget Hearing (City Council)		June 7, 2016	
Enact resolution to: Adopt Budget Make Appropriations Impose and Categorize Taxes		June 7, 2016 City Council Meeting	Budget must be adopted no later than June 30, 2016
Submit tax certification documents to the assessor by July 15		Mail prior to July 15, 2016	



BUDGET COMMITTEE APPLICATION

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Budget Committee for a term of 3 years.

Those wishing to serve on the Budget Committee are asked to complete and return the form below. Applications should be mailed to City of Dundee, PO Box 220, Dundee, Oregon 97115, Attention Debra Manning, or hand delivered to City Hall, 620 SW 5th Street, Dundee, Oregon Monday through Friday from 8:30 a.m. to 5:00 p.m.

Name: Dawn Nelson Registered voter: Y
Address: 141 SW Hawthorne Ct
Dundee OR 97115
Telephone No. 503-307-5250 Length of Residency in Dundee: 8 years
E-Mail Address: duckydawn67@yahoo.com
Occupation: Bookkeeper
Educational Background: AAS Management

State briefly your reasons for applying: I feel it is important to be involved in community. I have previous experience in governmental accounting which makes me a good fit for the budget committee. I would like to continue on for another term.

Signature Dawn A. Nelson
Dated this 21 day of December, 2015.

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.



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Name: Nick Jungwirth Registered voter: Yes

Address: 1326 Charles St

Telephone No. 971-832-4457 Length of Residency in Dundee: 3 years

E-Mail Address: NICK.JUNGWIRTH@hotmail.com

Occupation: electrician

Educational Background: high school degree and associates degree

State briefly your reasons for applying: Dundee is going to be growing exponentially in the coming years and I want to be more involved with my town.

Signature Nick A Jungwirth
Dated this JAN day of 25th, 2016.

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.



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Name: Scott Salsberry Registered voter: yes
Address: 1088 SW Falcon Crest Drive
Dundee, Oregon 97115
Telephone No. 503-367-3831 Length of Residency in Dundee: 13 years
E-Mail Address: scott.salsberry@yahoo.com
Occupation: stay home parent
Educational Background: see attachment

State briefly your reasons for applying: I want to learn what the City of Dundee is doing with the money they have on hand. I would also like to get to know our City's officials, while giving back to our community.

Signature Scott Salsberry
Dated this 28 day of January, 2016.

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.

Scott Salsberry
1088 SW Falcon Crest Drive
Dundee, Oregon 97115
(503) 367-3831
scott.salsberry@yahoo.com

Experience

KNIGHTS OF COLUMBUS, Newberg, Oregon

Jul 2013 – Jun 2015

Financial Secretary

Perform financial audits as required. Created yearly budget and presented to chapter Officers for approval. Sent out quarterly financial reports to national office for compliance requirements. Assisted with membership drives and maintained records for membership. Collected annual dues and submitted to treasurer. Assisted with various events throughout the year.

PORTLAND COMMUNITY COLLEGE, Portland, Oregon

Jun 2006 – Jun 2009

Association of Students for PCC: Senator, Director of Legislation and Communications

Worked with students and faculty on PCC Sylvania Campus to find resolutions to problems and make the school a better place for everyone. Worked on the Student Government hiring committee and Budget Advisory Committee as a student representative.

STAFFMARK TEMPORARY SERVICE, Beaverton, Oregon

Apr 2002 – May 2003

Data Entry Clerk and Collector

Keyed entries into the customer's database system for customers that were placed on the debt management program. Made calls to delinquent account holders to set up a plan for the individual to pay their account.

SUNTRUST SERVICE CORPORATION, Orlando, Florida

Mar 1984 – Sep 2001

ACH Customer Liaison

Apr 1998 – Sep 2001

Respond, research, and resolve inquiries received from corporate and internal customers, financial institutions, treasury agencies and the Federal Reserve.

ACH Control Specialist

Feb 1996 – Apr 1998

Deleted, reversed and changed batches of checks from files received daily. Create reports for management and corporate customers using Excel and Access.

Education

Jan 2004 – Jun 2009

Associates of Applied Science in Management – Portland Community
College, Portland, Oregon

Associates of General Studies – Portland Community College,
Portland, Oregon



BUDGET COMMITTEE APPLICATION

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Name: Aaron DeLong Registered voter: y

Address: 287 S.W. Oliver Ct.

Telephone No. 971-563-2265. Length of Residency in Dundee: 10 years.

E-Mail Address: TheDarkChocolatier@Frontier.com.

Occupation: Purchasing Agent.

Educational Background: 4.5 years college, psychology/art
1 year A.P.I.C.S

State briefly your reasons for applying: I would like to be involved
in the local governmental process and gain a better understand-
ing of how the process works.
I want to use my budgeting skills in a larger capacity
and serve my community.

Signature Aaron DeLong
Dated this 20th day of FEB., 2016.

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.



BUDGET COMMITTEE APPLICATION

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee Budget Committee for a term of 3 years.

Those wishing to serve on the Budget Committee are asked to complete and return the form below. Applications should be mailed to City of Dundee, PO Box 220, Dundee, Oregon 97115, Attention Debra Manning, or hand delivered to City Hall, 620 SW 5th Street, Dundee, Oregon Monday through Friday from 8:30 a.m. to 5:00 p.m. by February 23rd.

Name: David Ford Registered voter: X

Address: 710 SW Carmen Heights Dr
Dundee, OR 97115

Telephone No. 503-449-6957 Length of Residency in Dundee: 2 1/2 years

E-Mail Address: davidford27@gmail.com

Occupation: small business owner

Educational Background: BS Forest Management
Professional Development courses in budget development and financial management.

State briefly your reasons for applying: Dundee is a wonderful city to live and I want to contribute to its continued success by participating in our local government. My experience includes leadership positions in business, non-profit, and government over the past 40 years. These positions included the responsibility for budgeting and managing multi-million dollar annual budgets.

Over the past 8 years, I have owned and operated my own business.
Thanks for your consideration.

Signature David Ford
Dated this 22 day of February, 2016.

Office Use Only:
Date of Appointment _____ Term Expires: _____

Signed _____, Mayor of Dundee
Dated this _____ day of _____, 20____.



Memo

To: Rob Daykin, City Administrator
From: Debbie Manning, MMC
Date: 2016
Re: City/County Dinner

Dundee is scheduled to host the City/County Dinner on Thursday, August 18th this year. I have presented some venue options for Council's consideration. Once the options are narrowed down I can proceed to request bids for a caterer to bring for the Council's consideration.

The indoor options (being donated) for the City's consideration: Roy Winery, Torii Mor Winery, La Sierra's (L shaped outer dining area), and the Dundee Community Center. Hyland Winery would like to host the event. They can't promise indoor facility due to harvest timing; but they are looking into the long-term rental of a tent. Hosting the event at a winery will require staff time to move tables and chairs and setup, and table settings (tablecloths, plates, flatware, and glasses). The winery will host the wine bar. All three wineries offer beautiful settings; two in the Dundee Hills. Hyland and Roy are both fully accessible over paved roads. La Sierra can host the dinner; but only in the L shaped outer seating and it is doubtful it will handle more than 70. The Community Center has parking and kitchen issues. There are also two additional outdoor options: Billick Park and Crabtree Park. The outdoor options are more intensive in planning, cost and labor as we are responsible for tables, chairs, cloths, dishes, tents, OLCC licenses, setup and tear down.

I would recommend Roy Winery for our August 18th dinner.

Local Government Dinner Possibilities:

Roy Winery

- donated facility- Wine bar upstairs with dinner in production area
- We supply tables and chairs and wine glasses (Can be disposable)
- We need to supply table settings
- Outside catering
- 8351 NE Worden Hill Road
- Jared Etzel @ 503.687.2600

Hyland Winery

- Willing to host on property
- Good possibility they will have an event tent at that point
- Could be in the production facility depending on the start of the harvest
- We supply tables and chairs
- We need to supply table settings
- Outside catering
- 20980 NE Neiderberger Road
- Brady Moran @503.476.0203 Xt 131

Torii Mor Winery

- Donated Winery Production facility – will setup with barrels screening (like we had at Wine by Joe)
- We supply tables and chairs
- We need to supply table settings
- Outside catering
- 18325 NE Fair View Drive
- Dr. Olsen @ 503.538.2279/ Dustin

Dundee Community Center

- Donated hall with seating available for 100 people
- Tables and chairs are available
- Outside catering
- We need to supply table settings
- Need to arrange parking with the property behind the Center
- Contact: Debbie Sasser @ 503.400.8032

La Sierra Mexican Restaurant

- They can seat 70 in the L shaped outer ring- not conducive to a meeting atmosphere
- Can do buffet
- Contact: Victor @ 503.554.1562

Billick or Crabtree Park

- Reservation required through CPRD by Kathy Wood @ 503-537-2909
- Alcohol license for server & approval from Don Clement, CPRD (& permit from Yamhill County for Crabtree Park with Barbara @ 503-434-7501)
- We would need to cater and supply event (tables, chairs, dishes, table cloths, tent, table settings, etc.)

Roy Winery



Roy Winery



Debra Manning

From: Brady Moran <brady@hylandstateswinery.com>
Sent: Tuesday, February 09, 2016 10:42 AM
To: Debra Manning
Subject: RE: City of Dundee - Local Government Dinner

Hi Debra,

I got a positive response on hosting the Local Government dinner on August 18. I can't promise the indoor space at the moment, as August 18 is close to harvest and there is no way to anticipate the harvest schedule right now.

So I definitely have the outdoor space. But we are also talking about renting/purchasing a tent for the lawn for the long-term. This isn't finalized yet, but we may have a tent for the lawn by then.

I hope this information is helpful. I am confident that this event will work at our space, but I have to confirm a few details.

Let me know if the group has any questions. Cheers.

Sincerely,



Brady Moran
Direct Sales Manager
Hyland Estates Winery
20980 NE Niederberger Road | Dundee, Oregon 97115
office [503.476.0203](tel:503.476.0203) x131

From: Debra Manning [mailto:Debra.Manning@dundeecity.org]
Sent: Tuesday, February 09, 2016 10:30 AM
To: Brady Moran
Subject: City of Dundee - Local Government Dinner

Hi Brady,

I dropped by the other day checking to see if Hyland would be interested in helping the City of Dundee host the Yamhill Local Government Dinner on Thursday, August 18th? I am getting ready to offer ideas to the Council and wanted to check back with you. We would love to have it at your winery and show it off to all the elected officials in attendance☺. Thank you for your consideration.

Debbie Manning

Debbie Manning, MMC
Assistant City Recorder
City of Dundee



Hyland Estates



Wyland Estates

Debra Manning

From: tasting room <tastingroom@toriiomorwinery.com>
Sent: Friday, February 05, 2016 12:04 PM
To: Debra Manning
Subject: RE: Request for consideration for Torii Mor to host Yamhill Local Government Dinner

Not sure how the planning and decision making process has been going, but it sounds like it's a go on this end. One thing that was brought up is that we do not have a kitchen. All catered food, should ready to serve. If you need anything from me. Don't hesitate to contact. You can use my direct email, too.

dustin@toriiomorwinery.com

Cheers,
Dustin

From: Debra Manning [mailto:Debra.Manning@dundeecity.org]
Sent: Monday, February 1, 2016 8:40 AM
To: tastingroom@toriiomorwinery.com
Subject: Request for consideration for Torii Mor to host Yamhill Local Government Dinner

Hi Dustin,

Thank you for meeting with Gary and me on Saturday. We enjoyed our visit. It looks like Torii Mor would be a great fit for a Yamhill County Local Government Dinner. I really love the winery, the wine, and of course the view!

I am forwarding more information on the dinner for your consideration:

It is slated for Thursday, August 18th. Social hour with no host wine bar starts at 6:30 with dinner at 7. We usually run 70 to 80, I would like to be able to host 80. We would have it catered, buffet. We do have access to tables and chairs. The dinner happens every other month at a different city in the county. It gives the elected officials a chance to catch up with what is happening in the county.

If this works for you I will present you with the other options and my recommendation to the Council. If we can host it at Torii Mor, I would also ask if you could forward your logo so I could incorporate it into the invite; which I would forward to you prior to releasing. I am probably missing something – any questions please give me a yell at 503.538.3922 or email ☺ Thank you!

Debbie Manning

Debbie Manning, MMC
Assistant City Recorder
City of Dundee
Phone: 503.538.3922



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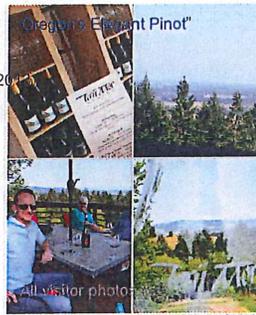
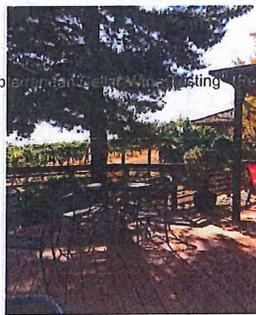
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Yes No Unsure

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NE Fairview Dr



NE Fairview Dr

Google

Map data ©2016 Google

Address: 18325 NE Fairview Dr, Dundee, OR

Phone Number: 503-538-2279

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Visitor

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"Beautiful spot on top of the hill!"

Scenery is fantastic here. Enjoyed the whole experience. We tasted the wines and then enjoyed their Japanese Garden themed patio. Cheese and cracker platter was perfect for... [read more](#)

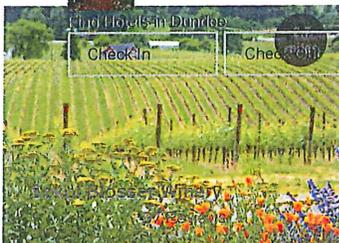


Reviewed September 9, 2015

Lewisville4, Portland, Oregon

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Torii Mor

