

**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.

MAY 17, 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 Hearing: Supplemental Budget Pages 1 - 2
5. 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.
6. Presentation: If I Were Mayor Contest Prize Awards: Orelly Mendoza-Lucero, Isabella Herboldt
7. 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.
 - 7.1 City Council Minutes, May 3, 2016 Pages 3 - 8
 - 7.2 OLCC Liquor License Application, Lange Winery Pages 9 - 16
Action Required: Motion to Accept the Consent Agenda
8. Old Business:
 - 8.1 Scope of Work - Sewer Main Repairs Pages 17 - 24
Action Required
 - 8.2 Waste Management Rate Increase Pages 25 - 44
Discussion
 - 8.3 Dundee Bypass Bridge Aesthetics
Discussion
9. New Business:
 - 9.1 Fire Department Dispatch Services IGA Pages 45 - 48
Action Required
 - 9.2 Sale of Surplus Equipment Pages 49 - 50
Action Required
 - 9.3 Resolution No. 2016-08, Supplemental Budget Pages 51 - 52
Action Required
 - 9.4 City Administrator Salary Pages 53 - 54
Action Required
10. Council Concerns & Committee Reports

11. Mayor's Report
12. City Administrator Report
13. 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.
14. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Sidewalk/Streetscape
 - 1.2 Inflow & Infiltration Program
 - 1.3 Charles Street Storm System
 - 1.4 Dogwood SCA Project
 - 1.5 2016 Street Overlay Program
 - 1.6 Locust Street Waterline Replacement

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

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

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. 2016-09

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.

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 11, 2016
Re: Public Hearing – Supplemental Budget

Pursuant to Local Budget Law, a supplemental budget may be adopted to increase appropriations if funds are made available that were not anticipated in the budget or a situation not foreseen at the time the budget was prepared that requires a change in financial planning. Notice of the hearing (copy attached) to adopt the supplemental budget is required to be provided not less than five days prior to the meeting and was published on May 11. A supplemental budget is necessary to avoid exceeding previously adopted expenditures for the following reasons:

Fire Station Construction Fund – The actual beginning fund balance on July 1, 2015 was higher than estimated due to work related to the construction project not being completed in the prior year. Additional appropriations are for legal fees related to the fire station construction contract, late payment of an invoice for work completed on the building security system in the prior year, and for work related to the installation of a community message sign funded by grants received in the prior year but not expended.

Water CIP Fund – Council adopted Resolution No. 2016-04 at the April 19 meeting to take out a loan with US Bank at a rate of 2.6% to refund the principal balance and accrued interest of the IFA loan at 4.04%.

Sewer Fund – The insurance recovery payment is for repairs to the control panel and related systems that were damaged by water intrusion due to a construction defect that was not previously detected.

After hearing comments and closing the public hearing on the proposed supplemental budget, the Council may take action to adopt Resolution No. 2016-08 under New Business - Agenda Item 9.3

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Dundee for the current fiscal year will be held at Dundee Fire Hall Community Room, 801 N. Highway 99W, on May 17, 2016 at 7:00 p.m. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be inspected or obtained on or after May 11, 2016 at Dundee City Hall, 620 SW Fifth Street, between the hours of 8:30 am and 5:00 pm. The following revenues and expenditures are being adjusted in the proposed supplemental budget:

	<u>Revenues</u>	<u>Expenditures</u>
<u>Fire Station Construction Fund</u>		
Beginning Fund Balance	\$ 21,100	
Legal Services		13,900
Capital Outlay – Building Construction		1,000
Capital Outlay – Site Development		<u>\$ 6,200</u>
Totals	<u>\$ 21,100</u>	<u>\$ 21,100</u>
<u>Water CIP Fund</u>		
Loan Proceeds	\$ 745,000	
Less: Issuance Costs	(15,000)	
Debt Service – Principal		717,000
Debt Service – Interest		<u>13,000</u>
Totals	<u>\$ 730,000</u>	<u>\$ 730,000</u>
<u>Sewer Fund</u>		
Insurance Recovery	\$ 120,000	
WWTP Repairs & Maintenance		<u>\$ 120,000</u>
Totals	<u>\$ 120,000</u>	<u>\$ 120,000</u>

**CITY COUNCIL MEETING
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**City of Dundee
City Council Meeting Minutes
May 3, 2016**

Call to Order

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

Council and Staff Attendance

Present: Mayor Russ, Storr Nelson, Jeannette Adlong, Kristen Svicarovich, Tim Weaver, Doug Pugsley (arrived at 7:10). Excused absence: Ted Crawford. Staff members: Rob Daykin, City Administrator; Shelby Rihala, City Attorney; Fire Chief John Stock; Greg Reid, City Engineer.

Public Attendance

Scott Salsberry.

Agenda Changes

Item 7.3, Agreement from State Office of Emergency Management, was added to New Business.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, April 19, 2016 and 5.2 Financial Report Ending March 31, 2016. **The motion** passed unanimously.

Old Business

10th Street Project Change Order No. 3

City Engineer Reid reported that this Change Order results from modifications to the storm design to accommodate the unanticipated additional depth of the existing storm pipe. The existing storm pipe was determined to be about a foot deeper than anticipated once construction had begun. Cost changes include additional cost for additional depth to the trenches and for additional manhole sections, however, costs for trenching for the water lines was discounted as the water lines will be able to be installed above the storm pipe. The final cost for this change order is \$3,840. There will be discussion with the contractor about them covering the cost of repairing asphalt damage they created in the process of going to and from their staging area. There was extra stabilization done under the new asphalt, and it would be appropriate for the City to pay for the stabilizing work, but not the asphalt. That will not require another change order, however, because the work is included in the contract at a unit price based on actual quantities installed. **The motion** was made and seconded to approve Change Order #3 at the cost of \$3,840 for the plan revisions associated with the deeper existing storm pipe. **The motion** passed unanimously.

TE Sidewalk/Streetscape Project Update

C.A. Daykin reported that there is a meeting arranged with the ODOT representative regarding this project. Hopefully, after that meeting, we will have updated cost estimate numbers to present to Council for the project. Whether the involvement of Regional Solutions has helped with communication efforts with ODOT was discussed. The extra conduit work under the sidewalks to accommodate future undergrounding of existing overhead franchise utilities will be significantly higher than the \$97,500 originally anticipated. Now the estimate is around \$234,000 just for the

conduit work. Options for paying for this aspect of the project were discussed, including the use of additional franchise revenue collected in the Street CIP Fund. The size of the project has also increased with the addition of the east side of the highway between Eleventh and Twelfth Streets. City Engineer Reid explained some of the costs included in the estimate and the area covered by the project. Possibilities for internal or external loan of the funds needed were discussed. There will need to be some discussion with the utilities that would be using the conduit for undergrounding. The bid documents may need to be clarified that the work is only trenching/boring and laying conduit, not pulling cables. Staff is looking at whether it would be more cost effective to hire a subcontractor to handle the conduit, or to have PW employees do the work. The specialists might be able to do the work faster and with specialized equipment, however there is other utility work happening in the same trenches. Details that need to be considered were discussed. Staff will bring updated construction cost estimates to Council as soon as possible. Staff also has concerns that the design of Eleventh Street does not agree with the Transportation System Plan (TSP), and would like Council direction as to whether the design should follow the TSP or remain as it is currently described which includes no bike lanes. Various options were discussed. Reid explained how the shared bike/ped path differs from the description in the TSP and the differences between the two different options and how the alignments might work. Consensus appeared to be that dedicated bike lanes (as indicated in the TSP) are better and safer for this particular roadway and could simplify alignments around the Highway, and a wider shared path without bike lanes on the street can be included in those more residential and scenic areas.

Resolution No. 2016-05 Sewer Rates

The motion was made and seconded to approve Resolution No. 2016-05 setting Sewer Rates and repealing Resolution No. 2015-05. **The motion** passed unanimously.

Resolution No. 2016-06 Storm Water Rates

The motion was made and seconded to approve Resolution No. 2016-06 setting Storm Water Rates and associated charges and repealing Resolution No. 2015-06. **The motion** passed unanimously.

New Business

Engine 31 Replacement

Fire Chief Stock referred to the memo provided in the agenda packet regarding an opportunity to replace Engine 31. The current apparatus was acquired used in 2008 and is no longer in good repair – it appears to have oil in the coolant system, among other problems – but has served the department very well. The potential apparatus would be coming from an agency in Texas as used, and is available simply because of their policy of replacing apparatus after ten years of service. Stock noted that he and Firefighter Cliff Heim inspected the apparatus and found it to be in outstanding condition with good maintenance history. The travel costs were covered by a donation from the Dundee Volunteers. This is an auction situation, so there is a chance that we would not end up with the winning bid. If the reserve amount is not met in the auction, then the Texas department is willing to give us some consideration as this is the second time this has been to auction. We do not know what the reserve is on this auction. Stock is asking for permission to bid up to \$100,000 on Public Surplus Auction #1558404. How the auction process works was discussed. **The motion** was made and seconded to approve the Fire Chief to bid on Public Surplus Auction #1558404 not to exceed \$100,000. There may be some value to Engine 31; but if not, Stock will come to the Council with a request for permission to donate it. **The motion** passed unanimously.

Resolution No. 2016-07 Storm Water Facility Plan Amendment

C.A. Daykin reported that this Amendment addresses the storm system capital improvement plan revisions recommended by former City Engineer Eaton following the study by Kennedy/Jenks looking at solutions to recurring flooding at Fir Court and Charles Street, as well as coordinating future storm system improvements along the highway that will tie into facilities recently constructed next to the railroad between Twelfth Street and Parks Drive. The amendment would require future development to construct storm water systems of the proper size and location as identified in the map exhibit. City Engineer Reid reported that ODOT has verbally committed to pay for portions of the 36" pipe between Eleventh Street and Twelfth Street next to the railroad, and the 18" pipe between Seventh Street and Eight Street along and crossing the highway. Details of the project were discussed. The capacity of the storm drain system along the highway will be greatly improved. **The motion** was made and seconded to approve Resolution No. 2016-06 approving an amendment to the 2006 Storm Drainage Master Plan as amended. **The motion** passed unanimously.

Oregon Office of Emergency Management Agreement

C.A. Daykin stated that, while it is unknown currently whether the insurance will cover the full reimbursement for the flooding damage at the wastewater treatment plant, the FEMA program will cover 75% of eligible expenses not covered by insurance. FEMA paperwork requires that a city official, the Mayor in this case, sign the agreement recognizing the requirements should we participate in the program seeking reimbursement for flooding damage. If the City receives any federal funds over \$750,000 in a fiscal year, additional audit work will be required at an estimated cost of \$3,000 for that one year. Staff is fairly confident that much of the damages will be covered by insurance. Mayor Russ stated that he wants to see as much done towards full replacement of the electric systems exposed to water as is possible. **The motion** was made and seconded to authorize the Mayor to sign the agreement with the Oregon Office of Emergency Management. **The motion** passed unanimously.

Council Concerns and Committee Reports

None.

Mayor's Report

There were two contestants in the "If I Were Mayor" contest. First place goes to Orelly Mendoza-Lucero, and second place to Isabella Herboldt. First place will go to the Oregon Mayors Association offices for judging at the statewide level.

City Administrator's Report

There is a meeting being set for this Friday with TVFR to discuss their proposal. Hopefully, it will lead to reduced costs.

Closing of the \$970,000 loan is scheduled for May 18th, and refunding of the IFA loan is scheduled for the following day.

There were 32 applications received for the Administrative Assistant application. Eight applicants were interviewed over the last two days, and the top three have been identified. Hopefully, we will shortly be making an offer, contingent on background and reference checks.

Waste Management confirmed that they do want to come back to Council and discuss their rate adjustment. They will be on the agenda for the next Council meeting.

Public Comment

None.

The meeting was adjourned at 8:10 P.M.

David Russ
Mayor

Attest:

Rob Daykin
City Administrator/Recorder



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

RECEIVED
MAY 10 2016
CITY OF DUNDEE

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
Commercial Establishment
Caterer
Passenger Carrier
Other Public Location
Private Club
Limited On-Premises Sales (\$202.60/yr)
Off-Premises Sales (\$100/yr) with Fuel Pumps
Brewery Public House (\$252.60)
Winery (\$250/yr)
Other: Tasting room

ACTIONS

- Change Ownership
New Outlet
Greater Privilege
Additional Privilege
Other 2nd loc.

CITY AND COUNTY USE ONLY

Date application received:

The City Council or County Commission:

(name of city or county)

recommends that this license be:

Granted Denied

By: (signature) (date)

Name:

Title:

OLCC USE ONLY

Application Rec'd by: OLCC

Date: 5/3/2016

90-day authority: Yes No

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
Corporation
Limited Liability Company
Individuals

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

1. Large & Company LLC
2.

RECEIVED

OREGON LIQUOR CONTROL COMMISSION

MAY 03 2016

2. Trade Name (dba): Lange Winery dba Domaine Trouvere

3. Business Location: 110-A SW 7th Street Dundee, OR 97115
(number, street, rural route) (city) (county) (state) (ZIP code)

SALEM REGIONAL OFFICE

4. Business Mailing Address: PO Box 8 Dundee, OR 97115
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503 550-6429 503-487-6370
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: Type of License:

8. Former Business Name:

9. Will you have a manager? Yes No Name: Wendy Lange
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? City of Dundee
(name of city or county)

11. Contact person for this application: Wendy Lange
(name) (phone number(s))
18380 NE Buena Vista Dr Dundee, OR 97115 wendy@langewinery.com
(address) (fax number) (e-mail address)

RECEIVED

OREGON LIQUOR CONTROL COMMISSION

MAY 19 2016

SALEM REGIONAL OFFICE

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

1. [Signature] Date 4/15/2016

2. [Signature] Date 4/15/2016

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: Lange & Company LLC Year Filed: 2016

Trade Name (dba): Domaine Trouvere

Business Location Address: 110-A SW 7th Street

City: Dundee ZIP Code: 97115

List Members of LLC:

Percentage of Membership Interest:

1. Wendy Lange
(managing member)

50%

2. Don Lange
(members)

50%

3. _____

4. _____

5. _____

6. _____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Wendy Lange DOB: 12/11/1959

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: *Don Lange* Date: _____
(name) (title)

1-800-452-OLCC (6522)

www.olcc.state.or.us

(rev. 8/11)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name Lange Winery LLC dba Domaine Trouvere 2. City Dundee

3. Name Lange Wendy Mia
 (Last) (First) (Middle)

4. Other names used (maiden, other) Susan Wendy Mia Igleheart

5. *SSN 4041 - 42 - 6185 6. Place of Birth Greenwich CT 7. DOB 12 /11 /1959 8. Sex M F
 (State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: _____

9. Driver License or State ID # 4667525 10. State OR

11. Residence Address 18380 NE Buena Vista Dr Dundee, OR 97115
 (number and street) (city) (state) (zip code)

12. Mailing Address (if different) PO Box 8 Dundee, OR 97115
 (number and street) (city) (state) (zip code)

13. Contact Phone 503 550-6429 14. E-Mail address (optional) wendy@langewinery.com

15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: Don Lange

OSP/DMV
 Search Completed
APR 27 2016

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years INITIALS: NW
na

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name Lange Winery LLC dba Domaine Trouvere 21. City Dundee, OR

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.
Lange Winer LLC Dundee, OR 97115

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.
Lange Winery LLC

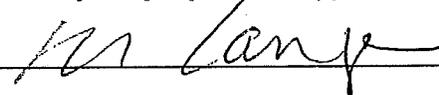
27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature:  Date: 4/15/2016



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name Lange Winery LLC dba Domaine Trouvere 2. City Dundee

3. Name Lange Don
(Last) (First) (Middle)

4. Other names used (maiden, other) _____

5. *SSN 481 - 52 - 359 6. Place of Birth Aurora IL 7. DOB 06 / 03 / 46 8. Sex M F
(State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a). If you consent to these uses, please sign here:

Applicant Signature: _____

9. Driver License or State ID # 4667509 10. State OR

11. Residence Address 18380 NE Buena Vista Dr Dundee, OR 97115
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) PO Box 8 Dundee, OR 97115
(number and street) (city) (state) (zip code)

13. Contact Phone 503 538-6476 14. E-Mail address (optional) _____

15. Do you have a spouse or domestic partner? Yes No

If yes, list his/her full name: Wendy Mia Lange

OSP/DMV

Search Completed

APR 27 2016

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:

na

INITIALS: ML

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?

Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.

If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure

If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name Lange Winery LLC dba Domaine Trouvere 21. City Dundee, OR

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.
Lange Winer LLC Dundee, OR 97115

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.
Lange Winery LLC

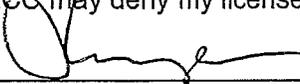
27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: 

Date: 4/15/2016



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Wendy M. Lange Phone: 503 550-6429

Trade Name (dba): Lange Winery LLC dba Domaine Trouvere

Business Location Address: 110-A SW 7th St.

City: Dundee ZIP Code: 97115

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>8</u>	to	<u>7</u>
Monday	<u>8</u>	to	<u>7</u>
Tuesday	<u>8</u>	to	<u>7</u>
Wednesday	<u>8</u>	to	<u>7</u>
Thursday	<u>8</u>	to	<u>7</u>
Friday	<u>8</u>	to	<u>7</u>
Saturday	<u>8</u>	to	<u>7</u>

Outdoor Area Hours:

Sunday	<u>11</u>	to	<u>7</u>
Monday	<u>11</u>	to	<u>7</u>
Tuesday	<u>11</u>	to	<u>7</u>
Wednesday	<u>11</u>	to	<u>7</u>
Thursday	<u>11</u>	to	<u>7</u>
Friday	<u>11</u>	to	<u>7</u>
Saturday	<u>11</u>	to	<u>7</u>

The outdoor area is used for:

Food service Hours: 8 to 7

Alcohol service Hours: 11 to 7

Enclosed, how walled courtyard

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: _____ Outdoor: _____

Lounge: _____ Other (explain): Tasting room standing

Banquet: _____ Total Seating: 20

OLCC USE ONLY	
Investigator Verified Seating:	____(Y) ____ (N)
Investigator Initials:	_____
Date:	_____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Wendy M. Lange Date: 4-15-2016

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 12/07)

Kennedy/Jenks Consultants
Engineers & Scientists

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

May 12, 2016

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

Subject: City Council Topics for 5/17/16

Dear Mr. Daykin:

Kennedy Jenks has been assisting the City on a number of different projects and I would like to update City Council on work progress at the 17 May 2016 meeting. We would like to provide updates on the following:

Sanitary Sewer Repair Project

We have provided a draft of the scope of work associated with the sanitary sewer repair project which will address the pipeline defects identified by the CCTV work completed in early 2016. We are in the process of finalizing the estimated budget and will provide to City Council as soon as it is available. In the process of finalizing the Kennedy Jenks fee, I have identified costs that could be reimbursable related to repairing the Frontier bore damages and the private lateral connections. I would like to discuss the scope of the project and the plan to track these reimbursable costs as well as how the estimated design budget could be modified depending on how the City would like to proceed with repair of private laterals.

I&I Abatement Program

In February and March of this year, 32 manholes across the city were repaired to fix cracks and leaks which allowed infiltration to enter the collection system. Since these repairs, only one significant rainfall event has been recorded which could be correlated with past peak flow events. Under this event in early March, flows recorded in the collection system west of Highway 99 appear to show some reduction in response while flows collected east of Highway 99 appear to show similar response to flows recorded prior to the improvements. I will present the correlations we have identified and the peaking factors calculated.

I wanted to pass along this preliminary information as we understand there is significant interest in the results of the repairs; however, I would like to caution that we do not yet have sufficient comparable rain events to determine the effectiveness of these repairs. We are continuing to monitor flows and can continue to report back findings as we develop them.

Mr. Rob Daykin
City of Dundee
City Council Topics for 5/17/16
May 12, 2016
Page 2

Biosolids Disposal Alternatives

We have been developing the cost comparisons for the biosolids disposal alternatives, looking at costs associated with beneficial land application of liquid or dewatered biosolids compared to landfill disposal. We are in the process of finalizing the technical memorandum which will be provided to City Council in preparation for the June 7th Meeting. We will have Mark Cullington available at that meeting to discuss and review the findings of the technical memorandum with Council.

I look forward to the meeting on May 17th and will be providing the follow up to our sewer repair project budget prior to the meeting.

Very Truly Yours,
KENNEDY/JENKS CONSULTANTS

A handwritten signature in cursive script, appearing to read "Michael Humm".

Michael Humm, P.E.

Kennedy/Jenks Consultants

Engineers & Scientists

421 SW 6th Avenue, Suite 1000

Portland, Oregon 97201

503-423-4000

FAX: 503-295-4901

May 12, 2016

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

Subject: Draft Proposal for Engineering Services
City of Dundee Sanitary Sewer Repair Project 2016

Dear Mr. Daykin:

Kennedy/Jenks Consultants (Kennedy/Jenks) has completed review of the closed caption television (CCTV) inspections conducted across over 20,000 lineal feet of sanitary sewer pipelines as part of the City's Inflow and Infiltration abatement program. Following review of the inspection videos, we presented a summary of the findings and the defects identified in the inspections. Based on this information, we have developed a draft scope of work for completing the preliminary and final design of these defect repairs and providing engineering services during the bidding and construction periods.

This scope letter is provided as a draft scope of work as it is subject to change based on City Council discussion and decision regarding how to proceed with the design and construction of private lateral repairs. The scope identified in this letter is inclusive of private lateral repairs. We will provide a breakdown of the budget both including and excluding private lateral repairs. This will be provided to City Councilors for review prior to the City Council meeting.

The following is the proposed project background and scope of work:

This project will include repair of nine (9) locations of broken, fractured, or defective joints, twelve (12) locations where private laterals are defective at the connection point to the City's sewer, and five (5) locations where a franchise utility has bored through the City's sewer pipeline. All of these locations were found to be infiltration point sources and have been recommended for repairs.

Mr. Rob Daykin
City of Dundee
Proposal for Sanitary Sewer Repair Engineering and Construction Services
May 12, 2016
Page 2

The defects identified have been classified into three categories based on type of defect and responsible party. The City is responsible for the nine locations within the public sewer system which are defective. The private lateral connections are the responsibility of the private homeowner as defined by the City's Municipal Code. The franchise utility provider, Frontier, is responsible for the sewer lines damage by their trenchless boring processes. Given the need to identify and track costs tied to each of these responsible parties, we propose bidding the project as a single construction contract under three schedules of work, each identified in the Bid Form. Each schedule of work will allow tracking repair costs which can then be assigned to the responsible party.

We have discussed this plan with the franchise utility which has approved this approach, including the costs already incurred by the City for the inspection, and identification of the boring damages. Design and construction costs are also allowable reimbursable costs associated with repairing the bore damage locations.

The division of work schedules will also allow a bid price to be determined for the private lateral connection repairs. This bid price can then be provided to the private homeowners who could opt into the project or commit to addressing the repairs through their own means or methods.

Based on this project approach, the following is Kennedy/Jenks proposed Scope of Services and Schedule for completing engineering and construction support services. Table 1 below presents our anticipated construction drawing sheet list and the basis for this Scope of Work.

Scope of Services

Consultant's Scope of Services shall include the following Phases and Tasks:

Phase 1 Final Design

Task 1.1: Project Management, Coordination, and Reporting. Provide overall internal and external project management, project coordination, and overall quality control. This task includes a sub-task identified for project cost tracking. The intent of the sub-task is to maintain tracking and documentation of the costs associated with the three schedules of work and the respective responsible party. This task also includes a sub-task identified for the Kennedy Jenks team to conduct a Concept and Criteria review as part of the overall project's quality control plan.

Task 1.2: 90% Final Design Services. Prepare 90% Construction Documents. Design improvements will include overall site plan identifying the location and type of defect and the appropriate repair detail to address the nine locations of broken, fractured, or defective joints, five locations where a franchise utility has bored through the City's sewer pipeline, and twelve locations where private laterals are defective at the connection point to the City's sewer. This task also includes a review meeting with the City, attended by the Project Manager and Project Engineer as well as a task identified as coordination with the Franchise Utility.

Mr. Rob Daykin
 City of Dundee
 Proposal for Sanitary Sewer Repair Engineering and Construction Services
 May 12, 2016
 Page 3

Task 1.3: 100 % Final Design Services. Incorporate 90% City and franchise utility comments and finalize the Construction Documents. This task will include production and stamping of the Bid Documents. This task also includes publishing the bidding documents to a 3rd party public bidding platform which will allow contractors to download the documents.

Tasks 1.2 and 1.3 have been developed based on the anticipated construction drawing sheet list provided in Table 1.

Table 1: Anticipated Construction Drawing Sheet List

Drawing Number	Drawing Title
G001	Title Sheet - Region and Vicinity Map, List of Drawings
C001	Collection System Plan View
C002	Mainline Sewer Repair Details
C003	Sanitary Sewer Lateral Repair Details
C004	Sanitary Sewer Utility Bore Repair Details

Phase 2 Bid Period Services (BPS)

Task 2.1: Attend Pre-Bid Conference. Attend the Pre-Bid Conference with Contractors. This task includes attendance of both the Project Manager and Project engineer at the conference.

Task 2.2: Responses to Bidder Inquiries. Provide responses to general and technical Contractor questions in response to the Bid Documents.

Task 2.3: Addenda. Prepare one (1) Addendum to the final bid documents to address changes or modifications in the final design.

Task 2.4: Bid Evaluation Support. Assist the City in reviewing quotes from General Contractors and provide a recommendation to City Council.

Phase 3 Services during Construction (SDC)

Construction services have been scoped with the understanding that the City of Dundee Public Works staff will lead the construction project. The Kennedy Jenks construction scope includes a baseline of construction support with the acknowledgement that the City can request additional support as needed. This additional support is proposed to be covered under the City Engineering contract should it be required.

Task 3.1. Construction Phase Project Management. Provide internal project management and quality control during the construction project. This task includes a sub-task identified for project cost tracking. The intent of the sub-task is to maintain tracking and documentation of the construction costs associated with the three schedules of work and the respective responsible party.

Mr. Rob Daykin
City of Dundee
Proposal for Sanitary Sewer Repair Engineering and Construction Services
May 12, 2016
Page 4

Task 3.2. Pre-Construction Meeting. No attendance at the preconstruction meeting is included.

Task 3.3. Site Visit This task includes attendance by the Project Manager for one half day site visit. This is expected to take place during the early stages of the project to help the City observe construction of the first of the repairs. The City will provide the necessary construction oversight. Kennedy Jenks is available to assist as needed beyond this level of effort and will be available under the City Engineering contract.

Task 3.4. Office Engineering. Review, evaluate and prepare responses to Contractor Submittals for conformance with the final design and Requests for Information or Clarification (RFI/C). Review and response to two submittals and one RFI are included in the scope. Kennedy Jenks is available to assist as needed beyond this level of effort and will be available under the City Engineering contract.

Task 3.5. Contract Closeout and Record Drawings. Kenney Jenks project manager will assist the City in preparing the punch list of corrections, reviewing final payment application, and review issuance of the Notices of Substantial and Final Completion. Kennedy Jenks will compile Contractor and City field notes and prepare detailed Record Drawings for the project.

Deliverables

Consultant shall provide the City with:

- Three (3) hard copies and one electronic (Word, AutoCAD & PDF) copy of the 90% Design Submittal;
- One electronic copy (Word, AutoCAD & PDF) of final bid documents for reproduction and distribution to Bidders in a format compatible with the copy center used for bidding support.
- One electronic (Word & PDF) copy of responses to contractor inquiries during bidding;
- One hard copy and one electronic (Word & PDF) copy of bid addenda;
- One electronic (Word & PDF) copy of submittal reviews and responses to contractor RFI/Cs during construction; and
- Three 11x17 hard copies and one full size copy and one electronic copy (AutoCAD and PDF) of the final Record Drawings.

Proposed Project Schedule

Consultant proposes the following milestones:

- May 23 – NTP from City
- June 10 – 90% review meeting with City staff (4 weeks from NTP)
- June 28 – Advertise 100% Construction Documents
- July 13 - Bid Opening
- July 19 – Presentation of Contractor bids at City Council Meeting

Mr. Rob Daykin
City of Dundee
Proposal for Sanitary Sewer Repair Engineering and Construction Services
May 12, 2016
Page 5

- Aug 1 – Contracts complete and NTP to Contractor
- Aug 8 – September 2 Construction to Final Completion

Proposed Budget

Kennedy/Jenks is in the process of finalizing the proposed budget; however it was unable to be provided in the Council Package. The proposed budget along with a breakdown of reimbursable costs associated with the design and repair of the private homeowners and the franchise utility along with Kennedy Jenks' formal proposal will be provided to the City prior to the council meeting. We believe a portion of both the design and construction cost of this project could be appropriated to each of the responsible parties.

Sincerely,
KENNEDY/JENKS CONSULTANTS



Michael Humm, P.E.
Project Manager

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 12, 2016
Re: Waste Management Rate Increase

Waste Management presented the 2015 annual report and a request for a 3.6% rate increase effective July 1, 2016 at the April 19 Council meeting. Council was prepared to approve a lesser rate increase at 3%; however, Waste Management elected to bring back additional information to support their need for the full amount. Waste Management prepared a power point presentation (attached) that addresses some of the issues raised that they will review with Council at the May 17 meeting. Also, attached is the April 11, 2016 letter from Waste Management requesting the 3.6% rate increase with the 2015 annual report.

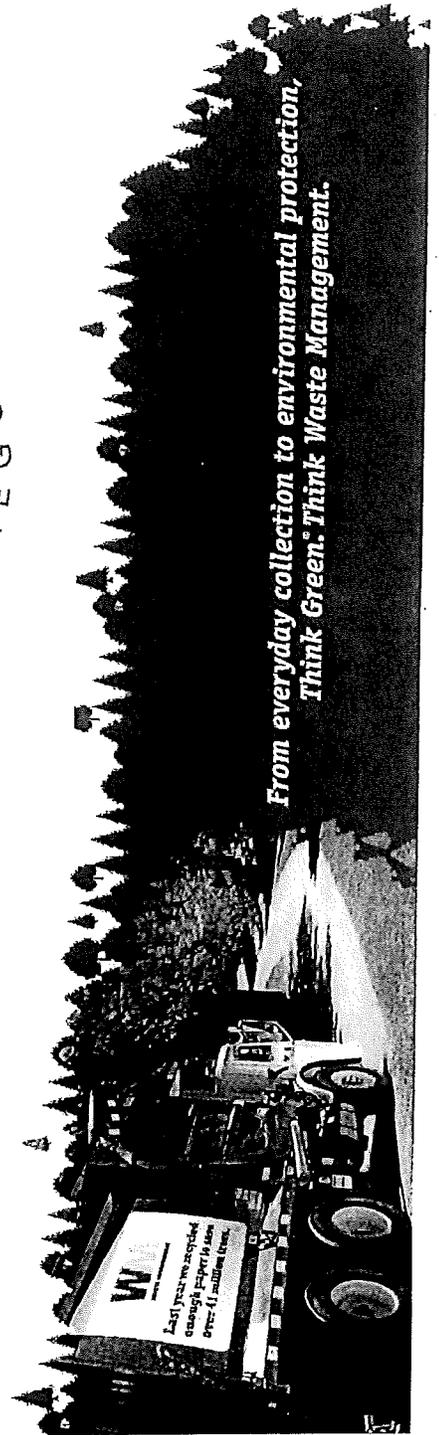
As noted previously, the last rate increase went into effect August 1, 2014. The following provisions of the franchise agreement with Waste Management address changes in service rates:

- 7.1 The Council may, from time to time, by resolution, revise the Service Rate Schedule, *Exhibit B*. The City or the Franchisee may request a rate revision whenever a significant change in revenue or expenses occurs or is anticipated. In the event the Franchisee requests a rate revision, the City will consider such request in good faith and will act upon the request without undue delay, but in no case later than 120 days from the date the request was made.
- 7.2 In determining reasonable rates, Council will consider all relevant factors, and the Parties will work in good faith to develop and adjust rates, as necessary, to allow Franchisee to earn a reasonable rate of return. Council will give due consideration to current and projected revenue and Allowable Expenses; the cost of acquiring and replacing equipment; the net cost of reuse and recycling; and such other factors as the Council deems relevant. Council may consider rates established by other jurisdictions for similar service under the same or similar service conditions. Council will provide the public opportunity to comment on a proposed rate increase as required by ORS 294.160.
- 7.3 Franchisee will be entitled to increase the rates and City will approve such increases if the City increases the Franchise Fee as provided in Section 8.2 below, or if new taxes, fees or surcharges are imposed under federal, state, or local law, directly related to the Services provided under this Franchise. Franchisee will be entitled to an increase in rates sufficient to recover the increase in the Franchise Fee or the additional taxes and fees.

7.4 When a new or unusual solid waste service, not included in the Service Rate Schedule, is requested, the Franchisee may establish a reasonable rate for providing such service. However, if such service is provided for more than six (6) months, the Franchisee will obtain the approval of the City Administrator.

I will prepare the resolution adopting revised rates as directed by the Council for consideration at the June 7 meeting.

Waste Management – Newberg Operations Review of Detailed Cost Report For the Year Ended December 31, 2015

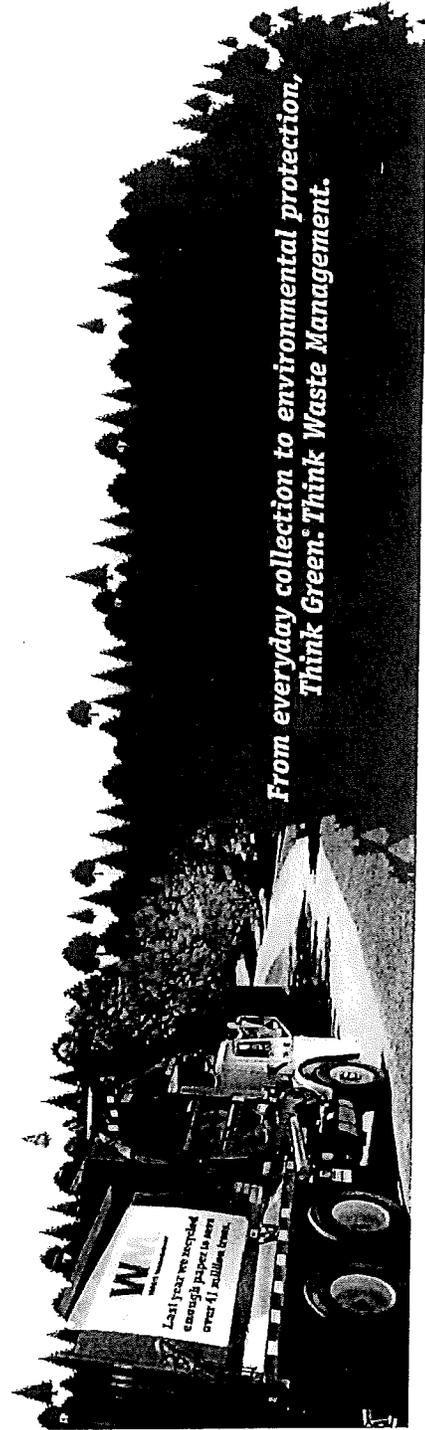


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Agenda Items

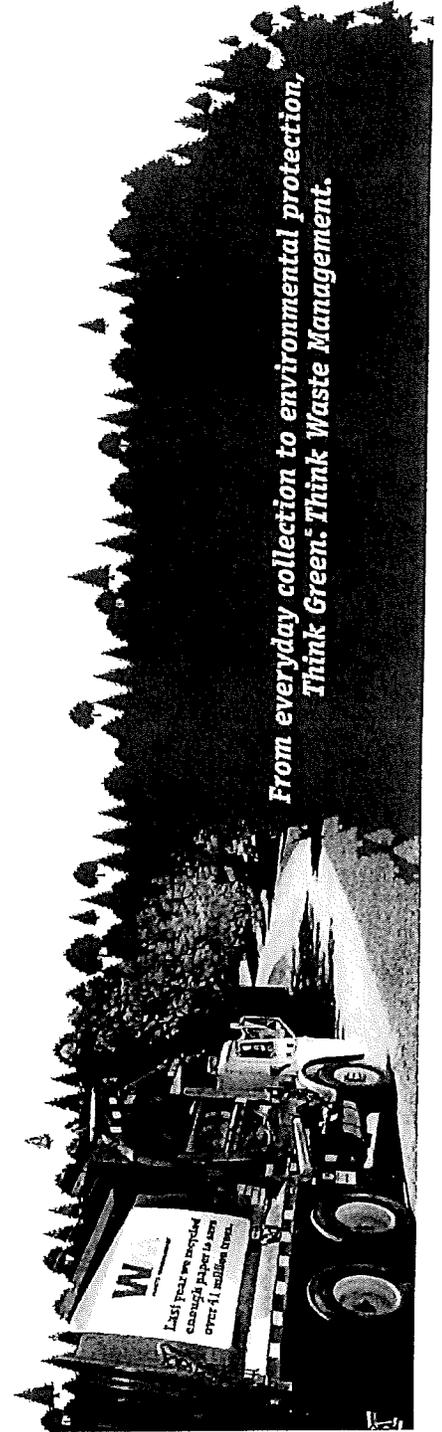
1. Summary of 2015 Detail Cost Report and Rate Request
2. Margin Calculation
3. Growth Impact
4. Changes in Recycling Markets
5. Proposed New Rates
6. Questions and Answers



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Rate Request Increase

	<u>2015</u>	<u>2016</u>	<u>Variance</u>	<u>Required Revenue</u>	<u>2016 w/ Rate Increase</u>
Residential	\$87,866	\$87,866	\$0	\$3,163	\$91,029
Commercial	\$261,822	\$261,822	\$0	\$9,426	\$271,247
Roll Off	\$107,070	\$107,070	\$0	\$3,855	\$110,925
Material Sales	\$5,196	\$5,196	\$0	\$0	\$5,196
Total Revenue	\$461,954	\$461,954		\$16,443	\$478,397
Disposal Cost	\$147,532	\$147,969	\$437	\$0	\$147,969
Labor Cost	\$113,529	\$114,929	\$1,400	\$0	\$114,929
Operational	\$82,533	\$87,309	\$4,776	\$0	\$87,309
General & Administrative	\$79,564	\$80,526	\$962	\$0	\$80,526
Total Expenses	\$423,158	\$430,733	\$7,575		\$430,733
Operating Income	\$38,796	\$31,221		\$16,443	\$47,664
Operating Margin	8.4%	6.8%			10.0%



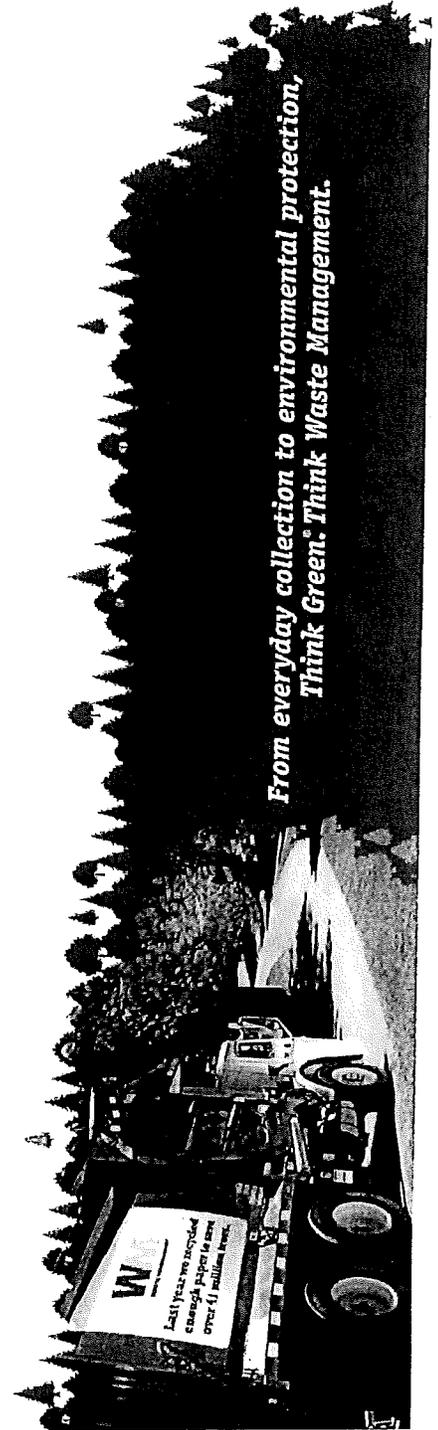
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Margin Calculation

Total Cost for 2016	\$430,733
Calculation (Cost/(1- desired margin (10%) = Revenue Requirement	(430,733/(1-(.1)))
Revenue Required	\$478,592
Current Revenue	\$461,954
Additional Revenue Required	\$16,638
Rate Request	3.6%
Calculation (Required Revenue – Existing Revenue)/Existing Revenue	(478,592-461,954)/461,592

Need to use margin instead of mark-up in order to reach a 10% Rate of Return

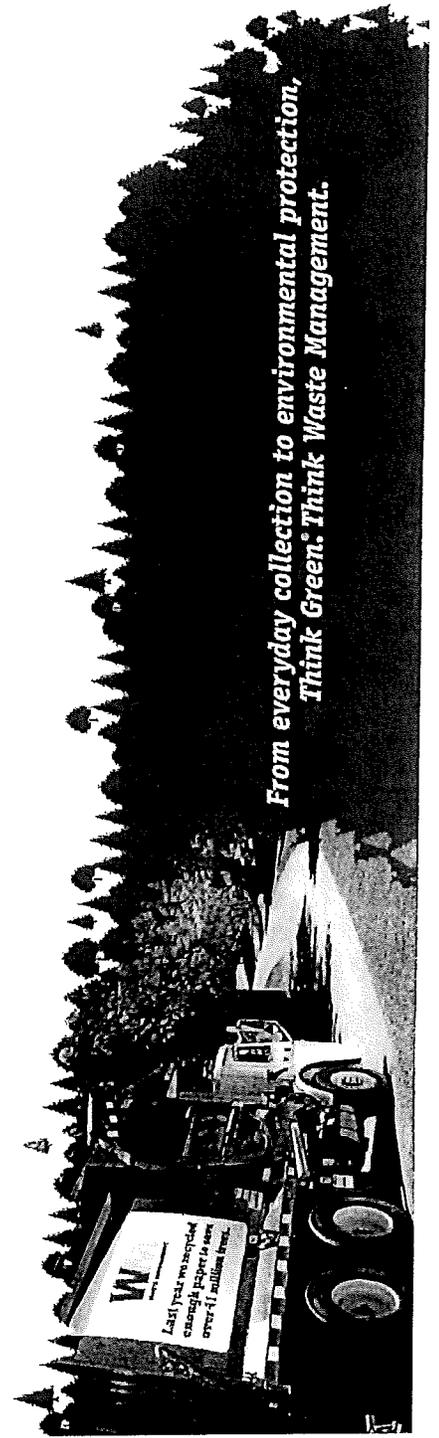


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Growth Impact

	<u>Jan-16</u>	<u>Feb-16</u>	<u>Mar-16</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Total</u>
Commercial						
New Starts	1	0	1	0	0	2
Cancelled Accounts	0	1	3	1	1	6
Net	1	-1	-2	-1	-1	-4
Residential						
New Starts	7	5	9	7	5	33
Cancelled Accounts	11	8	9	6	5	39
Net	-4	-3	0	1	0	-6

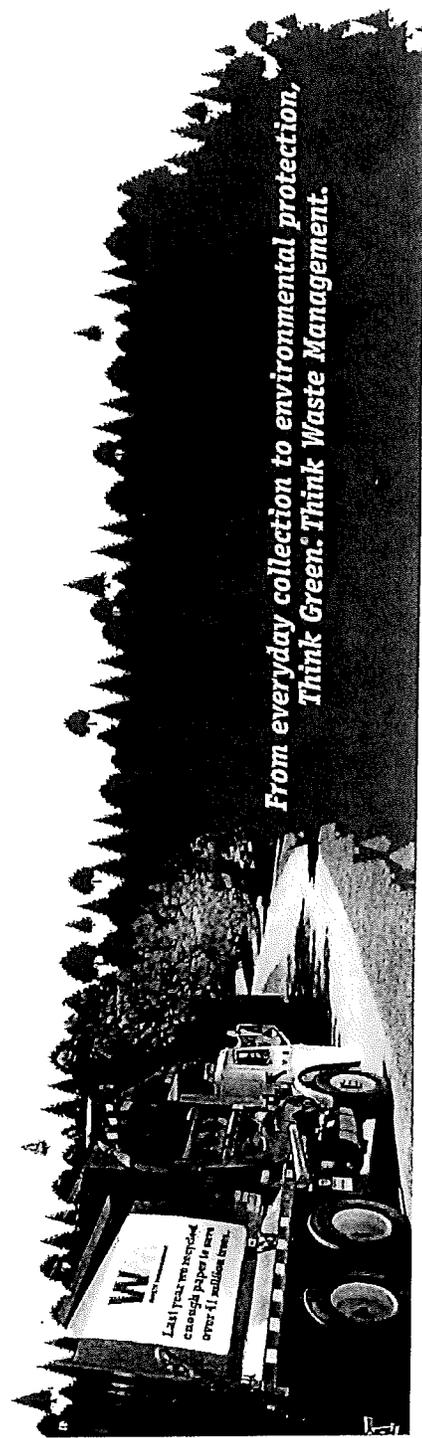


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2013 Recycling Rates

Item - Packaging	Pricing / Weight Information	
Old Corrugated Container - Loose (delivered)	\$65.00 per ST	HDPEC - Loose (delivered) \$270.00 per ST
Residential Mix - Loose (delivered)	\$34.14 per ST	Glimcher/ Loyd Center (delivered) \$65.00 per ST
Commercial Mix - Loose (delivered)	\$34.14 per ST	MRF Film - Loose (delivered) \$0.00 per ST
Glass Three Color Mix - Loose (delivered)	\$0.00 per ST	
Used Oil - Loose (delivered)	\$0.00 per ST	
Rigid Plastic - Loose (delivered)	\$10.00 per ST	
HDPETOTERS (roll cans) - Loose (delivered)	\$60.00 per ST	
Carpet Padding - Loose (delivered)	\$20.00 per ST	
ONP #6 - Loose (delivered)	\$32.50 per ST	

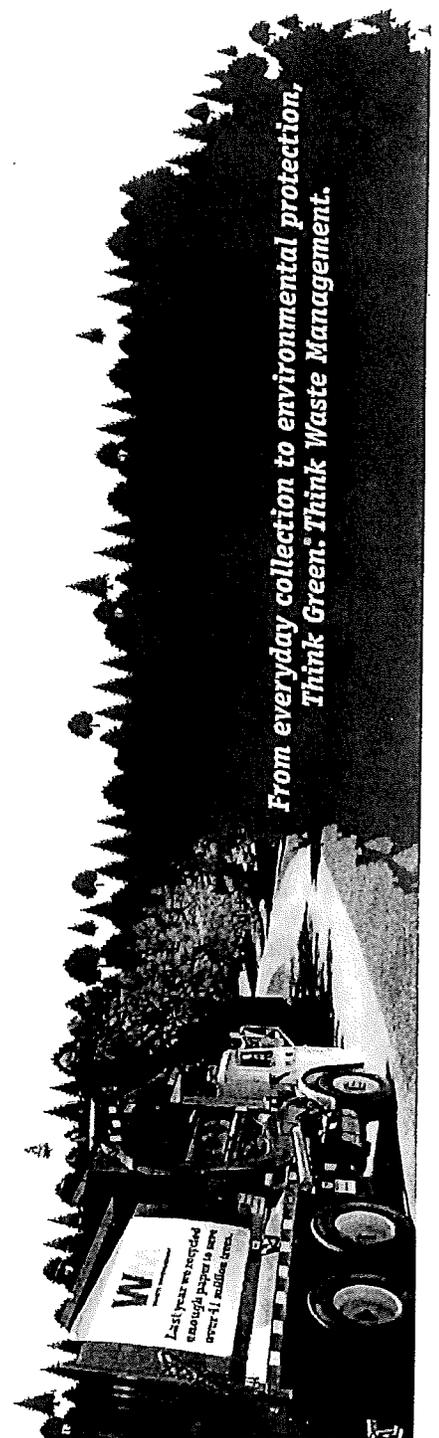


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2016 Recycling Rates

Item - Packaging	Pricing / Weight Information	
Old Corrugated Container - Loose (delivered)	\$40.00 per ST	HDPEC - Loose (delivered) \$200.00 per ST
Residential Mix - Loose (delivered)	\$(20.09) per ST	Glimcher/Loyd Center OCC (delivered) \$40.00 per ST
Commercial Mix - Loose (delivered)	\$(20.09) per ST	MRF Film - Loose (delivered) \$(50.00) per ST
Glass Three Color Mix - Loose (delivered)	\$0.00 per ST	Ferrous Metal - Loose (Delivered) \$65.00 per ST
Used Oil - Loose (delivered)	\$0.00 per ST	ONP #6 - Loose (delivered) \$20.00 per ST
Rigid Plastic - Loose (delivered)	\$0.00 per ST	Mixed Paper (MSP) - Loose (delivered) \$0.00 per ST
HDPE TOTES (roll cans) - Loose (delivered)	\$50.00 per ST	
HDPE TOTES (roll cans - no metal) (delivered)	\$220.00 per ST	
Carpet Padding - Loose (delivered)	\$40.00 per ST	



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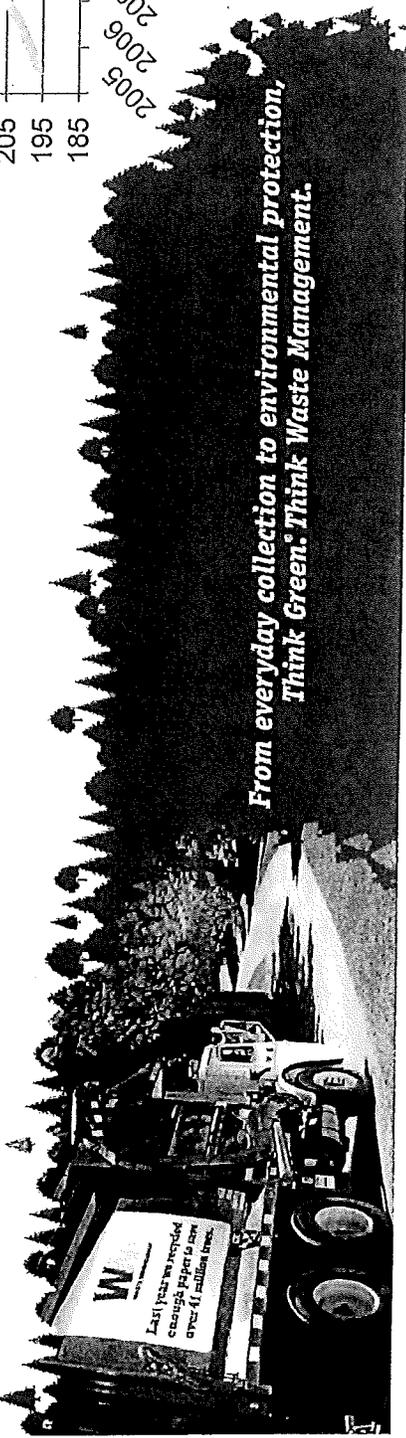
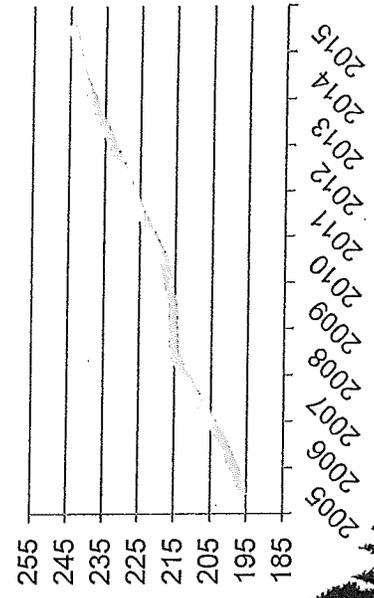
Impact to Residential Rates

Description	Dundee	Dundee	Variance
Effective Date	8/1/2014	7/1/2016	
Residential Service			
<i>3.6% Rate Inc.</i>			
On Call 35 Gallon Roll Cart	\$10.64	\$11.02	\$0.38
1 20 WEEKLY	\$16.71	\$17.31	\$0.60
1 35 WEEKLY	\$18.35	\$19.01	\$0.66
1 65 WEEKLY	\$23.35	\$24.19	\$0.84
1 95 WEEKLY	\$25.98	\$26.92	\$0.94

•Rate increase is necessary to cover cost associated with:

- Drop in Recycling value
- Labor cost
- Truck repair and maintenance
- Front end load conversion
- 3.7% change in CPI since 2014

CPI

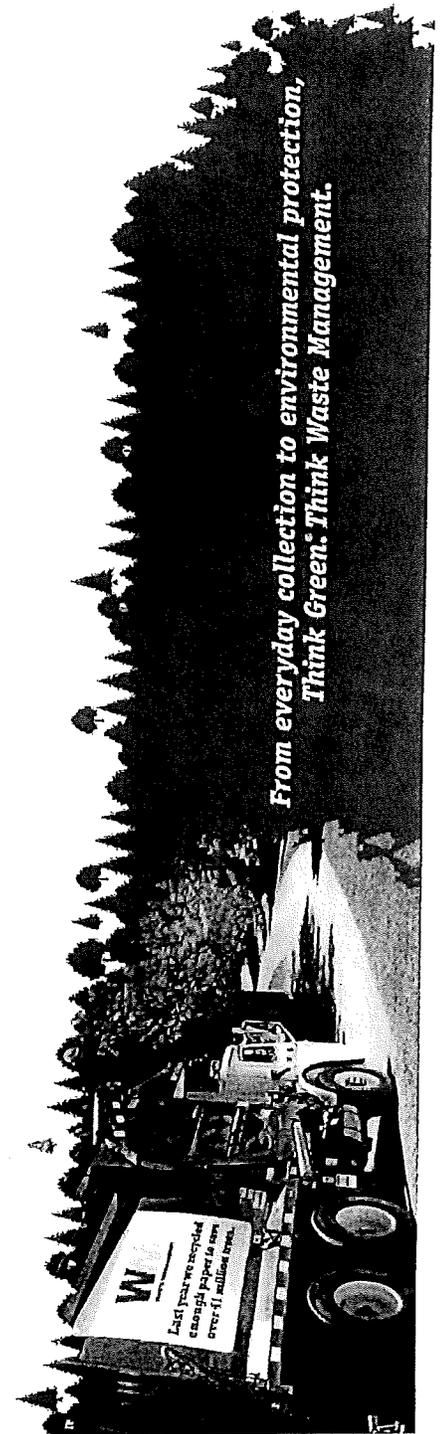


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Impact to Commercial Rates

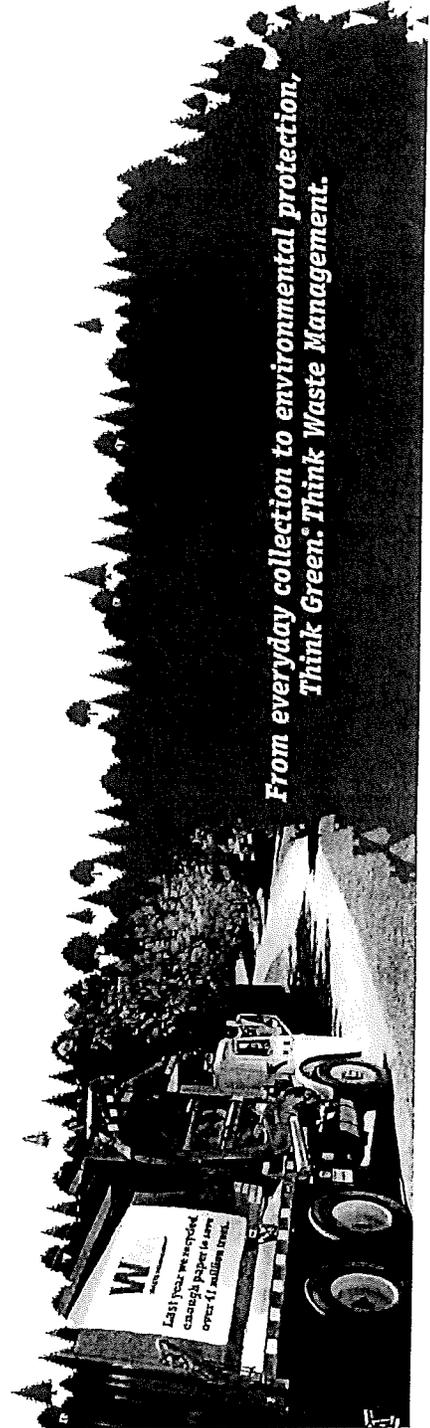
Description	Dundee	Dundee	Variance
Effective Date	8/1/2014	7/1/2016	
Commercial Service		3.6% Rate Inc.	
35G CART 1XW	\$14.22	\$14.73	\$0.51
65G CART 1XW	\$19.21	\$19.91	\$0.69
95G CART 1XW	\$21.84	\$22.63	\$0.79
1Y CONT. 1XW	\$89.98	\$93.22	\$3.24
1.5 Y CONT. 1XW	\$122.23	\$126.63	\$4.40
2Y CONT. 1XW	\$155.93	\$161.54	\$5.61
3Y CONT. 1XW	\$222.17	\$230.17	\$8.00



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Impact to Drop Box Rates

Description	Dundee	Dundee	Variance
Effective Date	8/1/2014	7/1/2016	
Drop Box Service		3.6% Rate Inc.	
10Y DROPBOX	\$214.62	\$222.35	\$7.73
20Y DROPBOX	\$375.23	\$388.74	\$13.51
30Y DROPBOX	\$542.66	\$562.20	\$19.54
Delivery Charger - First Box	\$21.78	\$22.56	\$0.78

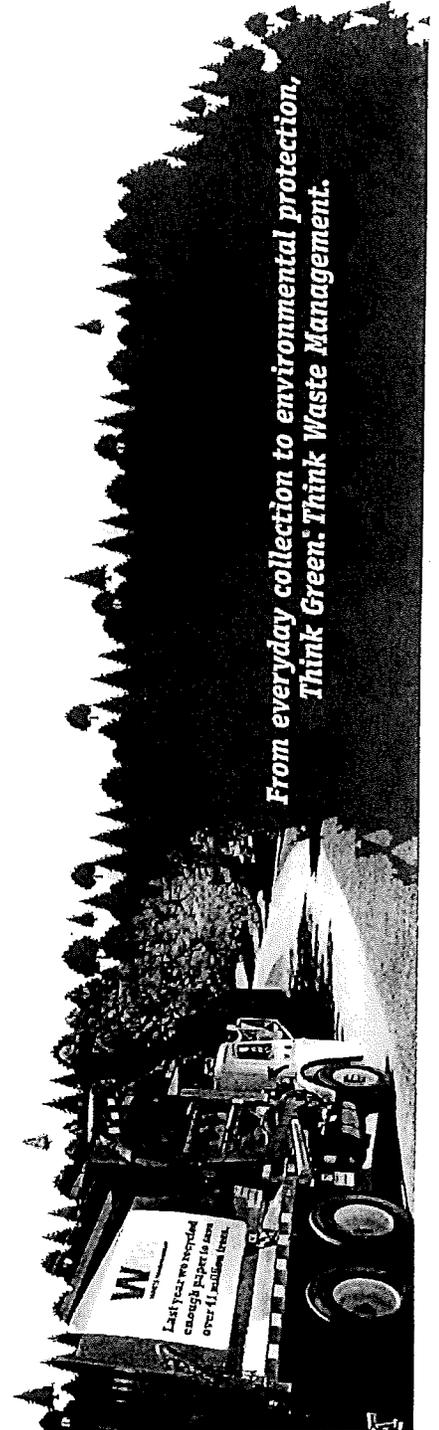


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Request

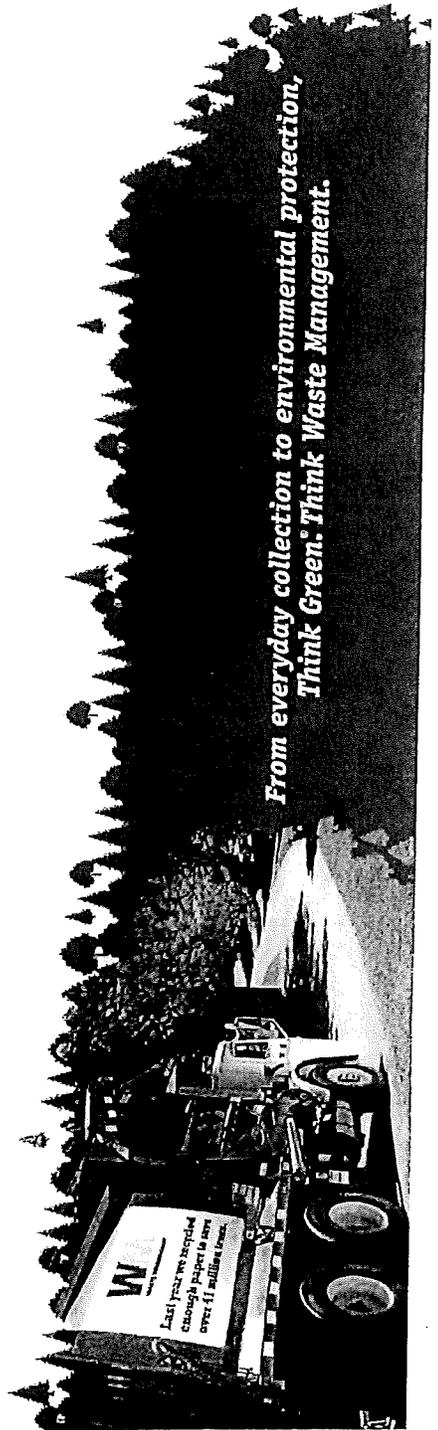
- We ask that you approve the proposed rate adjustment effective July 1, 2016



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Questions





WASTE MANAGEMENT

P.O. Box 1000
2904 Wynooski Rd.
Newberg, OR 97132
(503) 538-1388
(503) 538-1383 Fax

April 11, 2016

Rob Daykin
City Administrator/City of Dundee
620 SW 5th Street
PO Box 220
Dundee, Oregon 97115

Dear Rob,

Attached please find our 2015 annual detailed cost report. The report compares our 2015 results to 2014 as well as projecting our performance within the City of Dundee for 2016.

The report shows our return on revenue has dropped from 9.27% for 2014 to 8.4% for 2015 and we are projecting 2016 to-be 6.76%. While it is our goal to be as efficient as possible, we find it necessary to request a 3.6% rate increase. If possible, we would like these new rates to be effective as July 1, 2016.

Please let me know if you have any questions or concerns regarding the report. I can be reached at 503-462-0508.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Huber'.

Dave Huber, District Manager
Waste Management of Oregon Inc. Newberg Hauling Operations

Cc: Mike Jefferies, Dean Kampfer, Kirk Duncan, Adam Winston

From everyday collection to environmental protection, Think Green. Think Waste Management.

Waste Management - Newberg Operations
 Dundee Rate Review Report
 For The Year Ended December 31, 2015

	2014	2015	Projected 2016
Total Revenue	\$ 426,353	\$ 461,954	\$ 461,954
Total Direct Costs	\$ 303,462	\$ 343,594	\$ 350,207
Total Indirect Costs	\$ 83,374	\$ 79,564	\$ 80,526
Operating Income	\$ 39,517	\$ 38,796	\$ 31,221
Return on Revenue	9.27%	8.40%	6.76%

Hours	Hours			Miles			Variance (2015 vs. 2014)	
	Total Company 2014	Dundee 2014	Total Company 2015	Dundee 2014	Total Company 2015	Dundee 2015		
Commercial	5,157	393	5,288	2,807	30,542	2,830	24	
Res'l Garbage	7,113	549	6,520	2,444	40,666	2,873	429	
Res'l Recycling	3,648	353	3,098	1,670	20,176	1,842	172	
Res'l Yard Waste	1,716	192	1,414	1,477	7,357	1,266	(210)	
Rolloff	12,983	251	12,370	3,550	129,223	2,677	(873)	
Total	30,618	1,737	28,690	11,947	227,964	11,488	(459)	
	Tons							
Commercial	830	265	5,118	314	46,896	3,963	180	
Res'l Garbage	5,473	399	7,273	476	469,479	51,400	2,242	
Res'l Recycling	1,860	223	2,028	211	237,171	21,838	168	
Res'l Yard Waste	2,465	408	2,742	408	167,395	20,919	495	
Rolloff	69,057	1,907	66,353	2,187				
Total	79,695	3,202	83,514	95,035	920,941	98,121	3,085	

CPI	Year	Annual	% Change	Customers	
				Commercial	Residential
	2012	229.78	2.31%	38	945
	2013	235.53	2.50%	42	953
	2014	241.22	2.41%	46	961
	2015	244.19	1.23%	52	1000

Franchise Payment	Revenue	Fran. Fee
Residential:	261,822	7,855
Commercial:	87,866	2,636
Drop Box:	107,070	3,212
Total Income:	\$456,758	\$13,703

Waste Management - Newberg Operations
Dundee Rate Review Report
For The Year Ended December 31, 2015

Revenue	Line Allocation # Method	Actual 2014	Actual 2015	Variance	Adjustments		Projected 2016
					%	Amount	
Commercial	18 Actual	\$ 72,062	\$ 87,866	\$ 15,805	0.00%	\$ -	\$ 87,866
Residential	18 Actual	\$ 246,264	\$ 261,822	\$ 15,558	0.00%	\$ -	\$ 261,822
Industrial	18 Actual	\$ 94,801	\$ 107,070	\$ 12,269	0.00%	\$ -	\$ 107,070
Recycling Material Sales	19 Recycling Tons	\$ 13,226	\$ 5,196	\$ (8,030)	0.00%	\$ (5,196)	\$ -
Total Operating Revenue		\$ 426,353	\$ 461,954		0.00%	\$ -	\$ 461,954
Direct Cost							
Wages - Route Drivers	22 Labor Hours	\$ 58,365	\$ 69,025	\$ 10,660	1.23%	\$ 851	\$ 69,876
Wages - Utility Workers	23 Labor Hours	\$ 5,861	\$ 6,799	\$ 939	1.23%	\$ 84	\$ 6,883
Wages - Mechanic	24 Labor Hours	\$ 19,423	\$ 21,629	\$ 2,206	1.23%	\$ 267	\$ 21,896
Payroll Tax Expense	25 Labor Hours	\$ 9,809	\$ 11,190	\$ 1,382	1.23%	\$ 138	\$ 11,328
Pension Plan Expense	26 Labor Hours	\$ 3,033	\$ 3,275	\$ 242	1.23%	\$ 40	\$ 3,316
Medical Insurance	27 Labor Hours	\$ 4,203	\$ 738	\$ (3,464)	1.23%	\$ 9	\$ 748
Training and Worker Safety	29 Labor Hours	\$ 938	\$ 872	\$ (66)	1.23%	\$ 11	\$ 883
Fuel	30 Miles	\$ 13,884	\$ 11,981	\$ (1,903)	1.23%	\$ 148	\$ 12,129
Repairs & Maintenance - Vehicles	31 Labor Hours	\$ 19,034	\$ 20,091	\$ 1,057	1.23%	\$ 248	\$ 20,339
Repairs & Maintenance - Containers & Carts	32 Labor Hours	\$ 1,405	\$ 1,730	\$ 325	1.23%	\$ 21	\$ 1,751
Repairs & Maintenance - Other Equipment	33 Labor Hours	\$ -	\$ -	\$ -	1.23%	\$ -	\$ -
Repairs & Maintenance - Yard / Building	34 Labor Hours	\$ -	\$ -	\$ -	1.23%	\$ -	\$ -
Depreciation - Vehicles	35 Labor Hours	\$ 1,521	\$ 8,815	\$ 7,293		\$ -	\$ 8,815
Depreciation - Containers & Carts	36 Customers	\$ 3,204	\$ 6,171	\$ 2,967		\$ -	\$ 6,171
Disposal fees	39 Actual Amount	\$ 131,643	\$ 147,532	\$ 15,889		\$ 4,112	\$ 147,969
Yard Rent	42 Customers	\$ 14,536	\$ 15,555	\$ 1,019	1.23%	\$ 192	\$ 15,746
Insurance	45 Labor Hours	\$ 2,249	\$ 2,015	\$ (234)	1.23%	\$ 25	\$ 2,040
PUC / License / Fees	47 Labor Hours	\$ 1,962	\$ 2,474	\$ 512	1.23%	\$ 31	\$ 2,504
Franchise Fees	48 Actual Amount	\$ 12,394	\$ 13,703	\$ 1,309		\$ -	\$ 13,703
Total Direct Cost		\$ 303,462	\$ 343,594			\$ -	\$ 350,207

*The Newberg Operations include four separate jurisdictions; Newberg, Dundee, Yamhill County, and a small portion of Unincorporated Washington County. Specific costs and revenue are directly assigned to the appropriate jurisdiction. Costs that cannot be specifically assigned are allocated based on industry standards such as, labor hours, tons, miles, and customer counts. All statistics are based on actual hours, miles, customers, and tons collected on the collection routes associated with each customer. The allocation method associated with each cost is identified under the "Allocation Method" column.

Waste Management - Newberg Operations
Dundee Rate Review Report
For The Year Ended December 31, 2015

Indirect Cost	Line Allocation # Method	Actual 2014	Actual 2015	Variance	Adjustments %	Amount	Projected 2016
Management Salaries	56 Customers	20,334 \$	23,205 \$	2,872 \$	1.23%	286 \$	23,491
Management Payroll Tax Expense	57 Customers	1,238 \$	1,101 \$	(137) \$	1.23%	14 \$	1,115
Management Medical Insurance	58 Customers	1,900 \$	2,026 \$	125 \$	1.23%	25 \$	2,051
Management Pension Plan Expense	60 Customers	398 \$	430 \$	32 \$	1.23%	5 \$	435
Management Other Benefits	61 Customers	- \$	- \$	- \$	1.23%	- \$	-
Administrative Salaries	62 Customers	18,913 \$	5,344 \$	(13,569) \$	1.23%	66 \$	5,410
Administrative Payroll Tax Expense	63 Customers	2,074 \$	1,349 \$	(725) \$	1.23%	17 \$	1,365
Administrative Medical Insurance	64 Customers	3,922 \$	2,598 \$	(1,325) \$	1.23%	32 \$	2,630
Administrative Pension Plan Expense	65 Customers	647 \$	- \$	(647) \$	1.23%	- \$	-
Administrative Other Benefits	67 Customers	121 \$	67 \$	(54) \$	1.23%	1 \$	68
Office Rent	68	- \$	1,577 \$	1,577 \$	1.23%	19 \$	1,597
Advertising and Public Education	69 Customers	57 \$	61 \$	3 \$	1.23%	1 \$	61
Contributions	70 Customers	503 \$	753 \$	250 \$	1.23%	9 \$	762
Training and Worker Safety	71	- \$	1,516 \$	1,516 \$	1.23%	19 \$	1,534
Insurance	73 Customers	224 \$	140 \$	(84) \$	1.23%	2 \$	141
Telephone	74 Customers	2,151 \$	2,091 \$	(61) \$	1.23%	26 \$	2,116
Utilities	75 Customers	2,329 \$	2,059 \$	(269) \$	1.23%	25 \$	2,085
Property Taxes/Licenses/Fees	76 Customers	2,804 \$	2,833 \$	29 \$	1.23%	35 \$	2,868
Dues & Subscriptions	77 Customers	968 \$	1,015 \$	47 \$	1.23%	13 \$	1,028
Depreciation - Office Building	78 Customers	1,750 \$	1,729 \$	(21) \$	1.23%	- \$	1,729
Repairs & Maintenance-office	80 Customers	1,832 \$	2,522 \$	689 \$	1.23%	31 \$	2,553
Cleaning and Maintenance	81 Customers	175 \$	181 \$	6 \$	1.23%	2 \$	183
Equipment Rental	82 Customers	1,268 \$	2,143 \$	875 \$	1.23%	26 \$	2,169
Office Supplies	83 Customers	3,614 \$	2,299 \$	(1,316) \$	1.23%	28 \$	2,327
Postage & Freight	84 Customers	275 \$	602 \$	327 \$	1.23%	7 \$	610
Miscellaneous expense	85 Customers	276 \$	303 \$	27 \$	1.23%	4 \$	307
Travel/Meals/Lodging	86 Customers	584 \$	1,178 \$	594 \$	1.23%	15 \$	1,192
Processing Cost	88 Customers	4,072 \$	7,833 \$	3,761 \$	1.23%	97 \$	7,930
Corporate overhead costs	89 Customers	11,527 \$	10,376 \$	(1,151) \$	1.23%	128 \$	10,504
Sale of Asset	20 Customers	(2,122) \$	(199) \$	1,924 \$	1.23%	- \$	(199)
Interest Expense	91 Customers	1,540 \$	2,433 \$	894 \$	1.23%	30 \$	2,463
Total Indirect Cost		\$ 83,374 \$	\$ 79,564 \$	\$ (3,810) \$		\$	\$ 80,526
Allowable Costs		\$ 386,836 \$	\$ 423,158 \$	\$ 36,322		\$	\$ 430,733
Operating Income		\$ 39,517 \$	\$ 38,796 \$	\$ (721)		\$	\$ 31,221
Operating Margin		9.27%	8.40%				6.76%

**Waste Management of Newberg
City of Dundee Solid Waste & Recycling Services Rates
Proposed Rates as July 1, 2016**

RESIDENTIAL SERVICES

	Current Rates		Proposed Rates	
	8/1/2014		7/1/2016	
WEEKLY SERVICE/MONTHLY RATES (1):				
20 GALLON CART*	\$	16.71	\$	17.31
35 GALLON CART*	\$	18.35	\$	19.01
65 GALLON CART*	\$	23.35	\$	24.19
96 GALLON CART*	\$	25.98	\$	26.92

* Discount rate is available to households qualifying under DMC 13.08.020.
Discounted amount equivalent to 50% of the 20 Gallon Roll Cart service. Contact Dundee City Hall for more information about the discount rate program.

OTHER RESIDENTIAL FEES:

	Current Rates		Proposed Rates	
MANUAL CART RETRIEVAL (UP TO 50') FEE	\$	2.25	\$	2.33
EXTRA GARBAGE PER 30 GALLON BAG PICKUP	\$	8.78	\$	9.10
EXTRA YARD DEBRIS - OUTSIDE YARD DEBRIS CART	\$	3.26	\$	3.38
RECYCLE CART CONTAMINATED WITH GARBAGE	\$	10.63	\$	11.02
SAME DAY CALL BACK FOR LATE PLACEMENT OF CART	\$	7.77	\$	8.05
CHANGE OF SERVICE CHARGE (3rd Request in 12 mos)	\$	11.82	\$	12.24
BI-WEEKLY RECYCLING ONLY MONTHLY FEE	\$	7.35	\$	7.61
2ND YARD DEBRIS CART MONTHLY FEE	\$	4.14	\$	4.28
On Call Garbage Fee - 35 Gallon Roll Cart	\$	10.64	\$	11.02

COMMERCIAL SERVICES

	Current Rates		Proposed Rates	
WEEKLY SERVICE/MONTHLY RATES:				
35 GALLON CART - FIRST WEEKLY PICKUP	\$	14.22	\$	14.73
35 GALLON CART - PER ADDITIONAL WEEKLY PICKUP	\$	12.41	\$	12.85
65 GALLON CART	\$	19.21	\$	19.91
96 GALLON CART	\$	21.84	\$	22.63
EXTRA GARBAGE PER 30 GALLON BAG PICKUP	\$	8.78	\$	9.10

	Current Rates		Proposed Rates	
	<u>1 Day Per Week</u>	<u>Additional Days</u>	<u>1 Day Per Week</u>	<u>Additional Days</u>
1 YARD CONTAINER - FIRST WEEKLY PICKUP	\$	89.98	\$	68.06
1.5 YARD CONTAINER - FIRST WEEKLY PICKUP	\$	122.23	\$	107.38
2 YARD CONTAINER - FIRST WEEKLY PICKUP	\$	155.93	\$	139.19
3 YARD CONTAINER - FIRST WEEKLY PICKUP	\$	222.17	\$	196.66
4 YARD CONTAINER - FIRST WEEKLY PICKUP	\$	291.75	\$	249.15
5 YARD CONTAINER - FIRST WEEKLY PICKUP	\$	357.61	\$	298.71
6 YARD CONTAINER - FIRST WEEKLY PICKUP	\$	463.68	\$	354.16
			\$	480.38
			\$	70.51
			\$	111.25
			\$	144.21
			\$	203.74
			\$	258.12
			\$	309.47
			\$	366.91

COMMERCIAL COMMINGLE RECYCLING

	Current Rates		Proposed Rates	
	<u>1 Day Per Week</u>	<u>Additional Days</u>	<u>1 Day Per Week</u>	<u>Additional Days</u>
WEEKLY SERVICE/MONTHLY RATES:				
96 Gallon Roll Cart	\$	9.75	\$	8.30
1 Yard Container	\$	31.65	\$	26.90
1.5 Yard Container	\$	41.35	\$	35.15
2 Yard Container	\$	51.80	\$	44.05
3 Yard Container	\$	72.10	\$	61.30
4 Yard Container	\$	94.00	\$	79.90
5 Yard Container	\$	114.10	\$	97.00
6 Yard Container	\$	153.40	\$	130.40
			\$	10.10
			\$	27.87
			\$	36.42
			\$	45.64
			\$	63.51
			\$	82.78
			\$	100.49
			\$	135.09

OTHER CONTAINER/DROP BOX SERVICES

MONTHLY RENTALS & DUMP FEES PER PULL:	Current Rates		Proposed Rates	
	<u>RENTAL</u>	<u>DUMP</u>	<u>RENTAL</u>	<u>DUMP</u>
1 YARD CONTAINER	\$ 20.36	\$ 22.44	\$ 21.09	\$ 23.25
1.5 YARD CONTAINER	\$ 12.46	\$ 30.51	\$ 12.91	\$ 31.61
2 YARD CONTAINER	\$ 13.54	\$ 38.89	\$ 14.03	\$ 40.29
3 YARD CONTAINER	\$ 20.74	\$ 55.43	\$ 21.48	\$ 57.43
4 YARD CONTAINER	\$ 36.20	\$ 72.79	\$ 37.51	\$ 75.41
5 YARD CONTAINER	\$ 50.89	\$ 89.23	\$ 52.72	\$ 92.44
6 YARD CONTAINER	\$ 61.07	\$ 115.72	\$ 63.27	\$ 119.89

	Current Rates	Proposed Rates
CONTAINER DELIVERY CHARGE	\$ 18.31	\$ 18.97

DROP BOX RENTALS	Current Rates		Proposed Rates	
	<u>Daily</u>	<u>Monthly</u>	<u>Daily</u>	<u>Monthly</u>
10 Yard Drop Box	\$ 5.23	\$ 68.00	\$ 5.42	\$ 70.45
20 Yard Drop Box	\$ 6.02	\$ 78.46	\$ 6.24	\$ 81.28
30 Yard Drop Box	\$ 6.80	\$ 88.92	\$ 7.04	\$ 92.12

DROPBOX SERVICE DISPOSAL FEES:	Current Rates	Proposed Rates
10 YARD DROPBOX	\$ 214.62	\$ 222.35
10 YARD - CONCRETE & DIRT	\$ 146.40	\$ 151.67
10 YARD - CLEAN FILL	\$ 394.04	\$ 408.23
20 YARD DROPBOX	\$ 375.23	\$ 388.74
20 YARD - RECYCLE	\$ 113.68	\$ 117.77
20 YARD - ROOFING	\$ 539.24	\$ 558.65
20 YARD - CONSTRUCTION & DEMOLITION	\$ 690.50	\$ 715.36
20 YARD - WOOD	\$ 110.13	\$ 114.10
30 YARD DROPBOX	\$ 542.66	\$ 562.20
30 YARD ASPHALT/ROOFING	\$ 788.68	\$ 817.07
DROP BOX DELIVERY CHARGE	\$ 21.78	\$ 22.56

COMMERCIAL MEDICAL WASTE

PER CONTAINER	Current Rates		Proposed Rates	
	<u>1-2 Containers</u>	<u>3 or More</u>	<u>1-2 Containers</u>	<u>3 or More</u>
17 Gallon Reusable Tub	\$ 35.90	\$ 26.77	\$ 37.19	\$ 27.73
31 Gallon Reusable Tub	\$ 39.86	\$ 29.87	\$ 41.29	\$ 30.95
43 Gallon Reusable Tub	\$ 44.94	\$ 34.82	\$ 46.56	\$ 36.07
23 Gallon Cardboard Box	\$ 38.58	\$ 28.90	\$ 39.97	\$ 29.94
30 Gallon Cardboard Box	\$ 48.08	\$ 34.42	\$ 49.81	\$ 35.66

OTHER MISCELLANEOUS CHARGES

HOURLY EQUIPMENT & CREW RATES (2):	Current Rates	Proposed Rates
Packer truck - 1 person crew	\$ 87.08	\$ 90.22
Packer truck - 2 person crew	\$ 108.86	\$ 112.78
Dropbox truck - 1 person crew	\$ 94.34	\$ 97.73
Dropbox truck & trailer - 2 person crew	\$ 116.12	\$ 120.31
RETURNED CHECK FEE	\$ 26.15	\$ 27.09
ACCOUNT REINSTATEMENT FEE	\$ 15.69	\$ 16.25
CART DELIVERY CHARGE	\$ 11.82	\$ 12.25

Notes:

- (1) Includes bi-weekly recycle and yard debris roll cart service
- (2) Additional charges are multiplied by the number of additional pickup days per week after the first scheduled pickup day in a week.
- (3) Container monthly rental rate charged after the first week of use.
- (4) Disposal fees based on transfer station or landfill actual fees
- (5) Roll cart delivery charge assessed for:
 - a. Carts removed for stopped service and then replaced when service is restarted.
 - b. Carts Replaced for cleaning at the request of the customer.



05/12/2016

To: Dundee Mayor and City Council
Fm: John Stock, Fire Chief
Re: Emergency Communications Service Agreement

I feel the TVF&R Emergency Communications Service Agreement proposal is a wise choice, only if we can agree on acceptable means of paging out our Volunteer Firefighters. Dundee and Newberg Fire Departments have work as one for many years now and during their trial with TVF&R neither agency wants to jeopardize our success.

We are working daily with WCCCA to come up with suitable means notifying all of my personnel of emergencies all hours of the day. We currently use voice paging with great success, WCCCA does not use this technology in there service area. Voice paging sets off audible alert tones (to our attention / wake us) on our pagers followed by the dispatcher's voice telling us the type of call and location.

It looks like we will need to settle for beepers / alpha numeric paging in place of our voice paging if we give WCCCA a try. If we find this is not suitable I feel we should return to being dispatched by Newberg-Dundee Dispatch Center without delay.

EMERGENCY COMMUNICATIONS SERVICES AGREEMENT

This Agreement is made and entered into by and among Tualatin Valley Fire & Rescue, a Rural Fire Protection District, (hereafter "TVF&R") and the City of Dundee, a municipal corporation, within Yamhill County, Oregon (hereafter "Dundee").

Whereas:

The City of Newberg (hereafter "Newberg") provides police, fire protection, rescue, emergency medical service (hereafter "EMS") and ambulance transport to its citizens and maintains an emergency communication system (hereafter "Newberg-Dundee Dispatch Center").

Dundee provides fire protection services to its citizens. Newberg provides emergency communications to Dundee through Newberg-Dundee Dispatch Center. Newberg and Dundee entered into this agreement, adopted under Resolution 2004-2539 on October 4, 2004. Newberg Fire Department also provides ambulance transport to Dundee under the Yamhill County Ambulance Service Area (hereafter "ASA") plan.

TVF&R and Newberg entered into a Functional Consolidation Contract on March 1, 2016 which includes ambulance transport services to Dundee and emergency communications to be provided by Washington County Consolidated Communications (hereafter "WCCCA") after July 1, 2016 during the term of said Agreement.

TVF&R pays WCCCA for emergency communications and will add fire protection, rescue, EMS and ambulance transport dispatch services starting July 1, 2016 for the Newberg area. The Newberg-Dundee Dispatch Center will continue to provide 911 call taking services that are then transferred to WCCCA for dispatching. WCCCA is willing to extend the current dispatch services to Dundee under the existing TVF&R agreement.

Now, therefore, under the contractual authority of ORS Chapter 190, it is agreed between the Parties:

1. Beginning July 1, 2016, Dundee fire protection, rescue and EMS services shall be dispatched through WCCCA.
2. Dundee agrees to pay TVF&R for its provision of emergency communications in the amount of \$15,030 (approximate amount needs to be update once WCCCA updates our fees) Payment will be made Quarterly in equal installments and are due by the end of the first month of the quarter. First payment is due by July 31, 2016.
3. Dundee's fee for emergency communications services shall be adjusted by the same percentage factor as tendered to TVF&R by WCCCA during the term of this Agreement.
4. Either party may request that the terms of this Agreement be modified by giving the other party thirty days written notice. In order for the results of such modification to be effective, the parties must agree in writing.
5. This Agreement shall be in full force and effect as of the last date below and shall continue until terminated. This Agreement shall follow the fiscal year period of July 1 through June 30. Any Party may terminate this Agreement by giving written notice to the others not later than January 1st of the calendar year preceding the year in which the services are to be terminated, (i.e., January 1, 2017 for termination by June 30, 2017), unless otherwise agreed in writing by both parties.
6. Failure of either party to require performance of any provisions of this Agreement shall not limit the party's right to enforce the provision, nor shall any breach of any provision constitute a waiver of any succeeding breach of that provision or waiver of that provision.
7. Dundee will provide its firefighter emergency responders with radio, paging and station tap out systems compatible with the radio system used by WCCCA at its sole expense and discretion.

IN WITNESS WHEREOF, the parties hereto execute this Agreement:

City of Dundee

Tualatin Valley Fire & Rescue

Signature

Signature

Title

Title

Date

Date

APPROVED AS TO FORM AND CONTENT:

City Attorney

Legal Counsel

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 12, 2016
Re: Sale of Surplus Equipment

The following bids were received for purchase of equipment no longer needed for the Public Works Department:

	Bidder	Amount
Bucket Truck:	GPEC Electrical	\$5,000
	Ernie Baydo	\$4,251
Increasing maintenance costs, limited use, rental options available.	Jeff Graber	\$3,500
	Ken Peterson	\$2,500
Kawasaki ATV:	Tom Johnson	\$1,105
	Jeff Graber	\$700
Damaged, replaced with newer unit.	Bryan Baxter	\$351
Chipper:	Jeff Graber	\$700
Too small for department use.		
Roller:	Jeff Graber	\$700
Does not operate correctly, parts are obsolete, rental equipment available.		
Kubota Tiller:	Clifford Gardner	\$500
Too small for City tractor.		

Recommendation: Motion to authorize sale of the bucket truck to GPEC Electrical, the Kawasaki ATV to Tom Johnson, the Chipper and Roller to Jeff Graber, and the Kubota Tiller to Clifford Gardner for the amounts of their respective bids.

RESOLUTION NO. 2016-08

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR
FISCAL YEAR 2015-2016.**

WHEREAS, the City of Dundee received additional revenues which were not anticipated at the time the 2015-2016 budget was prepared; and

WHEREAS, ORS 294.473 allows for modifying the adopted budget through the process of a supplemental budget showing an increase to resources and expenditures, and giving authority to spend those appropriations; and

WHEREAS, when adjustments are ten percent or more of a fund's total expenditures, the supplemental budget may be adopted by the City Council following a hearing on the proposed supplemental budget; and

WHEREAS, a notice of hearing for the proposed supplemental budget was published in the Newberg Graphic on May 11, 2016, at least five days before the hearing; and

WHEREAS, the Council held a hearing on the proposed supplemental budget on May 17, 2016;

NOW, THEREFORE, THE CITY OF DUNDEE RESOLVES that a supplemental budget to the 2015-2016 adopted budget is hereby adopted and the following appropriations approved as follows:

	<u>Revenue</u>	<u>Expenditure</u>
<u>Fire Station Construction Fund</u>		
Beginning Fund Balance	\$ 21,100	
Legal Services		13,900
Capital Outlay – Building Construction		1,000
Capital Outlay – Site Development		<u>\$ 6,200</u>
Totals	<u>\$ 21,100</u>	<u>\$ 21,100</u>

Increased appropriations are for legal services related to the fire station construction contract, capital outlay – building construction for building security system installation final costs, and capital outlay – site development for the installation of a community message sign.

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	<u>Revenue</u>	<u>Expenditure</u>
<u>Water CIP Fund</u>		
Loan Proceeds	\$ 745,000	
Less: Issuance Costs	(15,000)	
Debt Service – Principal		717,000
Debt Service – Interest		<u>13,000</u>
Totals	\$ 730,000	\$ 730,000

Net loan proceeds from a bank loan with an interest rate of 2.6% are used to refund the outstanding principal balance and accrued interest for the State of Oregon IFA loan with an interest rate of 4.04%.

Sewer Fund

Insurance Recovery	\$ 120,000	
WWTP Repairs & Maintenance		<u>\$ 120,000</u>
Totals	\$ 120,000	\$ 120,000

Increased appropriations are for repairs to the WWTP control panel and related systems that were damaged by water intrusion due to a construction defect that was not previously detected.

PASSED by the City Council this 17th day of May 2016.

Approved:

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: May 11, 2016
Re: City Administrator Salary

Attached is the amendment to the City Administrator employment agreement prepared by the City Attorney. The amendment puts into effect the change to the annual salary to \$83,000 effective July 1, 2016, per the direction of the City Council following the annual evaluation at the April 19 Council meeting. As mentioned to the Budget Committee, this change was not included in the proposed FY 2016-17 Budget. About 60% of the cost of administrative services is paid by proportionate contributions from Streets, Water, Sewer and Storm Water into the General Fund. Prior to the budget hearing scheduled at the June 7 Council meeting I will update the current fiscal year ending balances and recommend final changes to the budget for adoption.

Recommendation: Motion to approve the Fifth Amended Employment Agreement, changing the City Administrator annual salary to \$83,000 effective July 1, 2016.

FIFTH AMENDED EMPLOYMENT AGREEMENT

This Fifth Amended Employment Agreement ("Fifth Amendment") is made and entered into this _____ day of May, 2016, between the City of Dundee, Oregon, a municipal corporation, hereinafter "City," and Rob Daykin, hereinafter "Employee."

WHEREAS, the City and Employee are parties to an Employment Agreement dated June 3, 2008, which was amended by that certain First Amended Employment Agreement dated May 18, 2010 ("First Amendment"), that certain Second Amended Employment Agreement dated May 2, 2012 ("Second Amendment"), that certain Third Amended Employment Agreement dated June 18, 2013 ("Third Amendment"), and that certain Fourth Amended Employment Agreement dated May 6, 2014 ("Fourth Amendment") (collectively, the "Employment Agreement");

WHEREAS, the City desires to continue the employment of Employee as City Administrator, and Employee wishes to be so employed; and

WHEREAS, the City, granted the Employee a salary increase, with such increase to become effective on July 1, 2016; and

WHEREAS, the City and Employee desire to further amend the provisions of the Employment Agreement, as set forth below, in order to incorporate the City's action;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

- 1. **Employment Agreement.** The City hereby continues the employment of Employee as City Administrator, and Employee accepts such employment, subject to the terms of the Employment Agreement, incorporated by reference herein, and as amended herein.
- 2. **Section IV. A, Salary.** Employee salary shall continue as presently established but effective July 1, 2016, City shall pay Employee an annual salary of \$83,000.
- 3. **Counterparts; Facsimile Execution.** This Fifth Amendment may be executed in counterparts, each of which, when taken together, shall constitute fully executed originals. Facsimile or e-mail signatures shall operate as original signatures with respect to this Fifth Amendment.
- 4. **Governing Law.** This Fifth Amendment shall be governed by and construed under the laws of the State of Oregon.
- 5. **Full Force and Effect.** The Employment Agreement, as amended by the First Amendment, Second Amendment, Third Amendment, Fourth Amendment and this Fifth Amendment, is ratified and affirmed by City and Employee and remains in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Fifth Amendment to Employment Agreement on the date first above written.

CITY OF DUNDEE

EMPLOYEE

By: _____
Mayor, City of Dundee

Rob Daykin

APPROVED AS TO FORM:

Jordan Ramis PC
City Attorney