

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.

AUGUST 2, 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, July 19, 2016 Pages 1 - 10
 - 5.2 Financial Report Ending June 30, 2016 Pages 11 - 32
 - 5.3 OLCC Liquor License Application, Purple Hands Winery Pages 33 - 42
 - 5.4 OLCC Liquor License Application, Methven Family Vineyards Pages 43 - 48

Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 Planning Commission Appointments Pages 49 - 56
Action Required
 - 6.2 Dundee Bypass Bridge Aesthetics
Discussion
 - 6.3 Street Paving Bids Pages 57 - 62
Action Required
7. New Business:
 - 7.1 Fence Encroachment Request Pages 63 - 72
Discussion
 - 7.2 Universal Field Services – Easement Appraisals Pages 73 - 78
Action Required
 - 7.3 Resolution No. 2016-21, Volunteers Worker's Comp Pages 79 - 82
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. Executive Session: In accordance with ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
13. 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
3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 LID 2013-01 Final Assessment Ordinance
 - 3.3 Urban Renewal Plan
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. 551-2016
 - 5.2 Resolution No. 2016-22

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
July 19, 2016

Call to Order

Mayor Russ called the meeting to order at 7:01P.M.

Council and Staff Attendance

Present: Mayor David Russ, Councilors Tim Weaver, Storr Nelson, Kristen Svicarovich, Doug Pugsley, and Ted Crawford. Absent: Councilor Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Shelby Rihala, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance

Michael Humm, Kennedy/Jenks Consultants; Tom Burns, Chalice Farms; Linda Stock; Leticia Kafalias; Kim Buckholtz;, Art & Judi Pohl; Nick & Denise Schreiber; Fred & Michelle McAdams; Vern Wigley; and Nathan Bean.

Agenda Changes

None.

Collaboration Workshop

Yamhill County Commissioners Mary Starrett and Stan Primozich were present. Commissioners Starrett and Primozich offered their help and assistance regarding any concerning issues within the City of Dundee that could be addressed at the County level.

C. Crawford expressed his concerns regarding potential “zombie” homes with subsequent squatters within the City and/or County. He informed that over 100 properties identified by the County are now owned through tax liens. C. Primozich reported that this problem is moving out of the Portland area and into the surrounding areas. He indicated that County Counsel is working on coming up with some strategies that they are willing to share with all of the jurisdictions. C. Starrett explained that each particular case is different based on who is occupying the home and based on what stage that foreclosure is in. C. Starrett recommended bringing such cases to the attention of the County so they can begin the process to remedy the situation, similar to how they have addressed this issue in Willamina recently.

C. Svicarovich inquired about the land use process and the County’s position regarding recent developments along 99W between Newberg and Dundee. She explained that as this development happens it feels as if there is a merging of the two communities. C. Starrett indicated that she has had conversations with public works and the planning department regarding this issue due to similar concerns expressed by the Mayor of Newberg. C. Starrett informed that the Planning Department expressed that they have no interest in eliminating the division between Newberg and Dundee, and the County shares that view as well. Conversation ensued and C. Primozich explained the land use application process in greater detail with regard to this area. C. Crawford pointed out the recent new development of a large storage facility long that area of 99W, which C. Starrett suggested may be a needed business for our area.

Mayor Russ expressed concerns to the Commissioners regarding large areas of failing asphalt along the lower third portion of the new paving on Warden Hill Road, including an area about 10 feet long that spans the full width of the lane in one area. C. Nelson advised that this is likely due to either subsurface water or insufficient support from the crushed rock below. He further

indicated that there are many springs along that hillside. C. Primozich responded that he was not aware of this issue and will check into it further.

C. Crawford inquired about the landfill property near Rogers landing in Newberg. He indicated that there have been discussions regarding transferring land ownership to CPRD, and wondered if any action had taken place in that regard. C. Starrett responded that she spoke with Don Clements last week and, although there was some discussion about that, she doesn't think they've done anything official in that regard at this time. C. Primozich informed that the area may be of limited use to CPRD at this time even though the area is an inactive landfill. He further explained that the area is still required to be continually monitored and layers of dirt are applied annually. C. Primozich advised that he is unaware of when the area will become usable as park land, but that when the area is deemed decommissioned by DEQ he believes that many concerns regarding the property will be alleviated.

C. Nelson inquired about natural disaster preparedness for the County. C. Starrett indicated that at their Office of Emergency Management they focus on one particular issue at a time. Over the past month they have focused on water and some of the concerns around this issue, including drought as a natural disaster. C. Starrett went on to report to the Council that the state is considered 100% affected by drought even though we have had precipitation, and that the Oregon Water Resources Department is researching the issue. Regarding the Cascadia Subduction Zone, Starrett advised that there is a hazard mitigation plan and continuity of operations plans that have been put into effect, focusing on how the county government will be able to continue its core function of government during an emergency. C. Starrett informed the Council that all of the Continuity of Operations Plans are being updated right now and they are also doing active exercises in a variety of jurisdictions. Conversation ensued regarding further details of these exercises. C. Starrett advised that in conjunction with the Office of Emergency Management and in conjunction with the State, this information is being updated on a regular basis. She also advised that one of the biggest issues in the County is the structural integrity of the bridges which is absent. Conversation ensued regarding details of some of the specific ideas and plans they have in place for the City of McMinnville. She also indicated that CERT (Community Emergency Response Team) is very active in the county and in the cities, as well as the Amateur Radio Emergency Service (ARES). The Office of Emergency Management is dealing with how communication will be managed, which is their biggest concern. C. Starrett explained that plans are in the works for a county-wide emergency system which will run through the Sheriff's office and be available to every jurisdiction in the county. Jurisdictions will be able to buy in to the system which will allow for communication to address a variety of needs. Funding for the project stems from the state and the federal government with FEMA and with the Office of Emergency Management. C. Crawford expressed concerns regarding the supply of gasoline available to us during an emergency, specifically as this relates to operating emergency generators. C. Starrett acknowledged our limited resources, and explained that for this reason they are promoting that neighborhoods become as significantly prepared as possible and that individuals take responsibility for what they can do in their own neighborhoods and jurisdictions. She also indicated that each jurisdiction is making whatever contingency plans there are, but that countywide there is no plan other than what is able to be done with Oregon Water Resources Dept. to look at inventories of ground water issues, etc.

Dundee resident, Vern C. Wigley offered tips on emergency preparedness and expressed his concerns that the cities in the county come together to form an emergency plan. He went on to detail his own specific concerns and suggestions to the Council and Commissioners.

Public Comment

Denise & Nick Schreiber, 651 SE Logan Lane, approached the Council regarding their neighbor at 641 SE Logan Lane. The Schreibers' were also joined by neighbors Fred & Michelle McAdams, 642 SE Boysen Lane, who share similar concerns regarding their neighbor to the back at 641 SE Logan Lane. Mrs. Schreiber indicated that the owner of the home at 641 SE Logan Lane, Connie Hawkes, passed away in June from a drug overdose. She further indicated that Connie's daughter, Crystal Glen, now occupies the home along with Connie's five dogs. Mrs. Schreiber indicated that the dogs have been an issue since they moved into their own home in March 2015, and that they themselves routinely make 3-5 calls per month to the non-emergency police number regarding incessant dog barking which occurs at all hours. Mrs. Schreiber further indicated that they have filed complaints with animal control but that at this time the dogs continue to remain at the premises. She notes that on July 11, 2016 Ms. Glen was fined for the noise violation. Fred McAdams indicated that Ms. Glen has been cited twice and has two court dates coming up in the month of August. Mr. McAdams' further detailed his experiences with regard to the nuisance issues of dog barking, dog feces in his yard, and even rocks & sticks being thrown into their yard by Ms. Glen's children; these issues have been very disruptive and restrict them from spending time in their own yard. Both homeowners expressed concerns regarding piled up debris and garbage in the front yard of the Glen/Hawkes home as it is being cleaned out. C. Weaver inquired about more specific details of the yard debris and conversation further ensured with the homeowners regarding this. Mr. McAdams inquired as to whether there is a city ordinance to address this issue and Mayor Russ responded that the police should be addressing that. M. Russ further explained that our nuisance ordinance pertaining to this matter is based on the decibel level of noise. C.A. Daykin advised that the City could potentially initiate an abatement process for accumulated debris which was described in more detail to the homeowners present. C.A. Daykin also explained that the City has also adopted a chronic nuisance ordinance which does have a more significant process to it with higher fines involved. He indicated that this could be discussed this with the police department to see if it's appropriate given the circumstances. Ms. Schreiber indicated that she sent C.A. Daykin an email regarding her concerns last week, and also referred to copies of the complaint forms that she has submitted thus far. She indicated that one was filed on May 12, 2015 and the other on November 12, 2015. C. Weaver and C. Pugsley suggested measuring the sound using a decibel meter such as the downloaded app that Mr. McAdams has on his phone, and conversation further ensued regarding the details of taking a decibel reading. C. Weaver offered additional suggestions and advised that photographs and video from the homeowners present could both potentially assist the police in this case as well. C. Pugsley also suggested that contacting the Yamhill County Mediators could potentially be an option for the homeowners as well.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 6.1 City Council Minutes, July 5, 2016. **The motion** passed unanimously.

Old Business

Resolution No. 2016-18, Sewer Repair Contracts

Mayor Russ reviewed the costs associated with the trenchless sewer repair work to be done by C-More Pipe Services, as well as the cost of the open cut sewer repair work to be completed by Black Rock Underground, LLC. Michael Humm, Kennedy/Jenks Consultants, briefly reviewed the three bid alternates pertaining to the trenchless work as detailed in his letter on page 13 of the agenda packet. C.A. Daykin reviewed the fact that several years ago the sewer regulations were modified to clarify that the owner responsibility for the lateral does extend all of the way to the sewer main. C.A. Daykin went on to explain the reasons for this change in more detail. C.A. Daykin referred to Schedule A on page 19 of the agenda packet, and noted that Item #1 and #2 were the two additional laterals located on Seventh Street that the City Council asked for bid

prices on. It seems more than likely that during the Seventh Street widening project, the placement of a new storm drain line over the sewer lateral caused the compaction to disengage the sewer lateral from the main and make it askew. C.A. Daykin indicated that the other two defective laterals (Item # 1 and Item #2) don't have the same damage; it appears they were improperly installed initially. Bid Alternate Item #3, as Mr. Humm indicated, the lateral was part of the original sewer construction system; it has just now simply failed. C.A. Daykin noted that the question of responsibility may be clouded by street work in the right of way by the City and the costs have come down quite a bit from the original approximate cost of \$5,000-\$6,000 per lateral correction for these connections. The trenchless technique is much more affordable, about a tenth of the cost. C.A. Daykin advised that Council will need to decide if the City would be willing to repair the actual connection points at the sewer main assuming no negligence on the part of the lateral owner, and accept that responsibility in terms of current regulation, but anything beyond that connection point of connection to the property be the responsibility of the property owner. C.A. Daykin advised that this needs to be clarified. He further explained that the other nine lateral connections previously identified as I&I sources could be easily fixed on a change order basis with C-More Pipe for a very reasonable cost if we wanted to take that action now. C.A. Daykin explained that the City could incur this and it could be deemed a public need to do so as part of inflow & infiltration (I & I) issues.

Mayor Russ asked for clarification regarding the cost of approximately \$500-\$700 per connection point which Daykin confirmed. C. Pugsley inquired about the possibility that these repairs could help with the I & I situation which Mr. Humm confirmed. Discussion ensued regarding the possible effects on the I & I issue as well as the potential difficulties in addressing this issue. M. Russ inquired about whether the City would then plan to address future lateral connections as needed, and discussion continued pertaining to the possibility of creating a policy addressing this. C. Nelson expressed concerns regarding the potential cost difference between a residential connection and a major commercial or industrial connection; Mr. Humm confirmed this possibility. C. Pugsley inquired as to how many properties may have defected lateral connections to the main and C.A. Daykin responded that it is not known. C.A. Daykin went on to explain that most of the nine other laterals found to have problems at the main happen to be areas in which the City has done street work in the last ten years. C. Crawford suggested adopting the policy for residential areas, not to include business areas. He went on to explain that it would seem more likely that a business would potentially conduct activity around their lateral, as opposed to a residential zone where it would be more likely for the City to be performing work. C. Nelson inquired about the inspection process when a new lateral is placed. Humm explained that this must be done during an open cut process with the inspector onsite to witness it. Conversation ensued further regarding the details of the inspection process. C. Svicarovich inquired about the material used on Charles Street defective lateral which was discussed which Humm explained asbestos concrete pipe has a lifespan of 40-70 years. M. Russ inquired about the lesser cost of the trenchless repair. Humm explained that at the beginning of this project they were thinking open cut had to be done at all of these locations. After researching current technologies and the success rate of these trenchless technologies the conclusion was that this was a viable equivalent with far less cost. C. Nelson inquired as to how the trenchless technology fixes that connection. Humm explained the details of this process, specifically as it related to the 7th Street lateral repairs, and compared the process to being similar to the manhole repair work previously done. Humm explained that one of the things that the Council had asked them to do when the CCTV inspections were brought forth was to go through the twelve lateral connections that we identified as being problematic and try to categorize or catalog what the problem was. In all instances, Humm explained, there was either failing grout around the lateral or, in instances where there was a gasket (an actual connection piece with a gasket), the gasket wasn't sealed the full circumference (it was either "tweaked" or a rock had gotten in there) and that was problem source.

The motion was made and seconded to approve Resolution No. 2016-18, a resolution approving contracts with C-More Pipe Services Co. and Black Rock Underground LLC for sewer repair. **The motion** passed unanimously.

WWTP MBR Maintenance Quotes

Michael Humm, Kennedy/Jenks Consultants, provided an update. Humm indicated that he, along with C.A. Daykin and City Staff, met on Friday with Kubota, the membrane supplier. The Kubota representatives presented a little different strategy given our timing on the proposed manual clean and the chemical clean methods. The group consensus was that there is not enough time to evaluate the effectiveness of an acid clean before doing a manual clean prior to getting into the winter season, so they've proposed the standard hypochlorite clean-in-place to help prime the membranes for a subsequent manual clean outside of the basins. After the membranes are reinstalled, the acid clean would be done. Humm noted that overall Kubota appeared to be fairly optimistic regarding what they saw, and were fairly confident in the ability to clean the membranes without having to remove the individual plates from the cassettes. Kubota indicated a little bit of a different experience than what Ovivo had brought forward previously. The plan for now would also be to hold off on purchasing the 133 plates out of Seattle, but to know that they are available (and about one day freight away) should any be needed. The plan would be to move forward with this contractor. City Staff would do the cleaning process and the contractor would reinstall. Kubota would also be onsite for some of that duration to assist. Kubota also offered to do some destructive testing on a few of the plates to help potentially identify the possibility of a different cleaning chemical or combination of chemicals that could be more effective for the specific sludge characteristics of the plant. C.A. Daykin reviewed the fact that initially it wasn't known what the cost of this process would be, and so at that time a budget of \$10,000 established. He further advised that since the cost is more than that we will be using sewer fund contingency to offset the difference (\$20,000). **The motion** was made and seconded to approve the bid from JR Merit in the amount of \$17,830 to remove the MBR's for manual cleaning. **The motion** passed unanimously.

Keeping of Poultry/Turkeys in Dundee

Linda Stock, 661 SE Maple Street, approached the Council and noted her opposition of allowing the raising of turkeys in residential areas. She indicated that over the past couple of weeks when she became aware that the City was considering this, she opted to go door to door and speak with residents regarding this issue. She indicated that out of 105 people she spoke with, only 4 were in favor allowing turkeys while the remainder was very opposed. She further informed the Council that everyone she talked with was in favor of allowing chickens. She went on to express her opposition to allowing turkeys in the City, as well as explained her personal frustration with regards to a neighbor who has kept chickens and even a rooster previously. She indicated that she dislikes the noise and odor that emits from their coop, and also noted the presence of opossum and rats in their yards as well.

C. Pugsley indicated that he was the person who brought the original chicken ordinance to the Council and feels it should be kept as it is written for now without the addition of turkeys. Mayor Russ expressed a similar opinion and added, along with C. Weaver, that there may be some issues within the chicken ordinance that need more specifically addressed. C. Svicarovich inquired as to whether Ms. Stock had considered reaching out to Yamhill County Mediators for assistance. Ms. Stock advised that she hasn't yet but that C.A. Daykin mentioned this potential option as well and provided her with their contact information.

Kim Buckholtz, 561 SE Maple Street, approached the Council and indicated that she has a neighbor who has chickens. She indicates that no matter how clean the neighbor keeps their

chicken coop, there is still an odor that emits from the area and she notes an abundance of opossum and skunks in her yard as well.

Vern C. Wigley, 110 NW Cherry Street, expressed his opposition to the addition of turkeys to the City ordinance. He shared his concerns regarding the issue of chicken manure that accumulates.

The consensus of the Council was not to modify the current ordinance to include turkeys at this time.

Ordinance No. 549-2016, Aircraft Landings Nuisance

C.A. Daykin noted the ordinance declaring the landing of a helicopter in Dundee outside of an airport, heliport or due to an emergency as a nuisance was passed at the last Council meeting on July 5, 2016, and this amending ordinance would modify that ordinance. Daykin explained that the intent of this amendment is to allow for the possibility of someone to come before the City Council for a variance to this prohibition on landing and takeoff of helicopters and aircrafts outside of regulated permitted facilities. He further explained that this is the same procedure presently used for our noise variance process.

Mayor Russ raised the topic of drones and their FAA standards, and discussed this in detail with the Council. He also expressed his concerns that hobby aircraft be limited to electric motors only. City Attorney Rihala indicated that they approach the regulation of drones separately for a number of complex reasons which she discussed in detail. She further advised that this particular ordinance focuses specifically on the issues of manned aircraft at airports.

C. Svcarovich inquired about the portion of the ordinance which mentions that the variance process requires a finding that there is essentially a benefit to the public for granting the variance. C.A. Daykin used the example of the Dundee Fire Department Pancake Feed where a Life Flight helicopter was brought in to provide education to the community.

The motion was made and seconded to adopt Ordinance No. 549-2016, an ordinance relating to amending Dundee Municipal Code 8.16.115 to allow for Council approved variance. **The motion** passed unanimously.

Resolution No. 2016-19, 2017 SCA Grant Program

C.A. Daykin reviewed that this was discussed at the last meeting and that this resolution would be the official application to the state for that same project. C. Crawford pointed out that this resolution pertains to the area on Alder Street from 9th Street to 8th Street, and he expressed concerns about it not including 7th Street, potentially leaving a gap. C.A. Daykin explained that the hope is that if this funding is received that we try to coordinate this so that we will actually complete the whole two blocks in conjunction with the private developer further up the hill. Depending upon the timing, this may or may not work out that way but that is the hope. Discussion ensued regarding further details of the work on the street, the possible adjustments that will need to be made, and the potential issues reviewed pertaining to the homeowners on the uphill side. C.A. Daykin explained that the first step is to apply for the \$50,000 grant and see if we receive the money. C. Crawford inquired about whether there would be a realignment of the street; and C. Weaver expressed additional concern pertaining to realignment of the intersection. C.A. responded that the radius returning would likely subsequently be improved but no specific realignment would be done. C. Weaver inquired about specific details pertaining to the sidewalks to be placed on the downhill side of the street. Conversation ensued regarding the sidewalk details as well as further specifics of the project. C. Weaver indicated that the intersection of 9th Street and Alder Street needs to be reengineered for better visibility and better turning, especially downhill. C.A. Daykin explained that the property owner who develops the three acre parcel will

be required to put in 3/4 street improvements at that time. However, this would not require them to build the curb and sidewalk on the opposite side of the street and we are not proposing to do it at this time as we do not have the funding in place. C.A. Daykin explained that this issue may be raised should we get the grant and the developer moves forward to see if there is an opportunity for City Council to do that work, but at this time funding is not available. C. Svicarovich inquired about whether there were any deferments for sidewalk construction in place. C.A. Daykin responded that the only construction deferral involves three separate parcels all at the intersection of 9th Street and Alder Street, the property to the west and the two properties to the east. **The motion** was made and seconded to approve Resolution No. 2016-19, a resolution relating to the 2017 special city allotment program. **The motion** passed unanimously.

LOC Legislative Issues Survey

Each Councilor provided Mayor Russ with their top four legislative priorities which will be compiled and submitted by the July 22, 2016 deadline.

New Business

Ordinance No. 550-2016, Recreational Marijuana Tax

City Attorney Rihala reviewed the process and indicated that the first step is to pass the ordinance, noting the amount of the tax on the sale of marijuana items is the greater of three percent or the maximum amount allowed under state law. The ordinance doesn't become effective until it's approved by voters. If the ordinance is passed tonight, then the resolution will refer it to the ballot. If the ordinance passes in November it will go into effect at that time. Mayor Russ asked for clarification with regard to the three percent notation in the ordinance title. C.A. Rihala advised it is stated correctly in the body of the ordinance but advised that "three percent" be removed from the ordinance title.

Tom Burns, representing Chalice Farms, 2323 SW Park Place in Portland, approached the Council and informed them of their support of this ordinance, as well as their desire to do whatever they can to help make sure that the voters approve it. Mr. Burns pointed out that the way that it is drafted it could be argued that the tax is imposed on medical sales as well. He further informed the Council that Bill 15-11 clearly exempts medical sales from this tax. M. Russ pointed out that we already have an ordinance for medical marijuana. C.A. Rihala responded that Ordinance No. 550-2016 is totally separate. She further advised that the title is "Recreational Marijuana Tax", a tax on marijuana items as defined by statute, which only applies to recreational marijuana. Mr. Burns reiterated their support of this new lower tax, and reminded the Council that the present 10% tax is causing customers to shop elsewhere.

A motion was made and seconded to adopt Ordinance No. 550-2016, an ordinance establishing a tax on the sale of marijuana items by marijuana retailers in the City of Dundee. **The motion** passed unanimously.

Resolution No. 2016-20, Marijuana Tax Measure

A motion was made and seconded to adopt Resolution No. 2016-20, a resolution approving referral to the electors of the City of Dundee at the November 8, 2016 election, the question of whether to establish a tax, for the maximum amount allowed under state law, on the sale of marijuana items by a marijuana retailer in the City of Dundee. **The motion** passed unanimously.

Council Concerns and Committee Reports

None.

Mayor's Report

Mayor Russ inquired about an update with regard to ODOT and the TE Sidewalk/Streetscape Project. C.A. Daykin responded that City Engineer Reid did meet with Frontier representatives regarding the relocation requirements and what needs to be done. He indicated that things seem to be progressing. C.A. Daykin and C.E. Reid both inquired as to the status of the funding with Tony Snyder of ODOT. Snyder responded that he is working with the representative to help write the amending IGA's, but it could take another thirty days. M. Russ also inquired about the status of Comcast. C.A. Daykin informed that C.E. Reid met with Comcast engineers several weeks ago but that he has not heard if there's been additional discussion since then.

City Administrator's Report

None.

Public Comment

None.

The meeting was adjourned at 8:57 PM.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

City of Dundee
Statement of Revenues & Expenditures
01-General Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	13,835	694,265	592,900	17%	101,365
Franchise Fees	0	143,879	143,600	0%	279
Licenses & Permits	2,467	48,307	58,600	-18%	(10,293)
Intergovernmental Revenue	9,028	147,644	157,600	-6%	(9,956)
Charges for Services	9,775	219,269	210,500	4%	8,769
Fines & Forfeitures	4,270	60,680	52,000	17%	8,680
Miscellaneous Revenues	649	9,858	5,300	86%	4,558
Total REVENUES	40,024	1,323,901	1,220,500	8%	103,401
EXPENDITURES					
General Govt	25,218	321,060	330,700	3%	9,640
Court	1,319	17,992	20,700	13%	2,708
Community Development	7,825	86,173	122,200	29%	36,027
Police Services	36,053	468,979	473,300	1%	4,321
Fire Services	19,559	351,352	372,700	6%	21,348
Total EXPENDITURES	89,974	1,245,555	1,319,600	6%	74,045
Excess (deficiency) of Revenue Over Expenditures	(49,950)	78,346	(99,100)	-179%	177,446
OTHER FINANCING SOURCES (USES)					
Transfers In	7,475	91,037	88,300	3%	2,737
Transfers Out	0	(97,000)	(97,000)	0%	0
Other Uses	0	0	0	0%	0
Total OTHER FINANCING SOURCES (USES)	7,475	(5,963)	(8,700)	-31%	2,737
NET CHANGE IN FUND BALANCE	(42,475)	72,383	(107,800)	-167%	180,183
BEGINNING FUND BALANCE	520,257	405,400	410,200	-1%	(4,800)
ENDING FUND BALANCE	477,783	477,783	302,400	58%	175,383

CITY OF DUNDEE
Statement of Revenues and Expenditures
01 - Admin / Finance
001 - General Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	12,029	152,046	153,800	1 %	1,754
Personnel Benefits	<u>5,587</u>	<u>72,871</u>	<u>76,200</u>	<u>4 %</u>	<u>3,329</u>
Total Personnel Services	17,616	224,917	230,000	2 %	5,083
Materials & Services					
Supplies	409	3,740	4,000	7 %	260
Professional Services	4,455	48,541	48,300	(0)%	(241)
Contractual Services	110	1,322	0	0 %	(1,322)
Travel & Training	182	7,185	10,000	28 %	2,815
Insurance	0	7,287	7,300	0 %	13
Regulatory Requirements	0	775	1,300	40 %	525
Utilities	459	6,260	6,400	2 %	140
Repairs & Maintenance	761	7,393	9,200	20 %	1,807
Other Materials & Services	<u>1,226</u>	<u>13,210</u>	<u>13,000</u>	<u>(2)%</u>	<u>(210)</u>
Total Materials & Services	7,602	95,713	99,500	4 %	3,787
Capital Outlay					
	<u>0</u>	<u>430</u>	<u>1,200</u>	<u>64 %</u>	<u>770</u>
Total EXPENDITURES	<u>25,218</u>	<u>321,060</u>	<u>330,700</u>	<u>3 %</u>	<u>9,640</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
02 - Court
001 - General Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	823	8,188	8,500	4 %	312
Personnel Benefits	478	5,202	6,100	15 %	898
Total Personnel Services	1,300	13,390	14,600	8 %	1,210
Materials & Services					
Supplies	0	90	300	70 %	210
Professional Services	0	120	400	70 %	280
Contractual Services	0	3,268	3,300	1 %	32
Travel & Training	0	450	900	50 %	450
Other Materials & Services	19	673	1,200	44 %	527
Total Materials & Services	19	4,601	6,100	25 %	1,499
Total EXPENDITURES	1,319	17,992	20,700	13 %	2,708

CITY OF DUNDEE
Statement of Revenues and Expenditures
03 - Community Development
001 - General Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	1,042	10,686	10,700	0 %	14
Personnel Benefits	<u>689</u>	<u>8,031</u>	<u>8,200</u>	<u>2 %</u>	<u>169</u>
Total Personnel Services	1,730	18,717	18,900	1 %	183
Materials & Services					
Supplies	0	689	1,100	37 %	411
Professional Services	4,512	47,534	42,500	(12)%	(5,034)
Contractual Services	1,542	16,843	36,000	53 %	19,157
Travel & Training	0	142	1,100	87 %	958
Other Materials & Services	<u>39</u>	<u>2,248</u>	<u>22,600</u>	<u>90 %</u>	<u>20,352</u>
Total Materials & Services	6,094	67,455	103,300	35 %	35,845
Total EXPENDITURES	<u>7,825</u>	<u>86,173</u>	<u>122,200</u>	<u>29 %</u>	<u>36,027</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
04 - Police Dept
001 - General Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
EXPENDITURES					
Materials & Services					
Contractual Services	36,053	468,979	473,300	1 %	4,321
Total Materials & Services	36,053	468,979	473,300	1 %	4,321
Total EXPENDITURES	36,053	468,979	473,300	1 %	4,321

CITY OF DUNDEE
Statement of Revenues and Expenditures
05 - Fire Dept
001 - General Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	10,853	174,091	166,600	(4)%	(7,491)
Personnel Benefits	<u>3,579</u>	<u>70,778</u>	<u>79,400</u>	<u>11 %</u>	<u>8,622</u>
Total Personnel Services	14,432	244,869	246,000	0 %	1,131
Materials & Services					
Supplies	1,888	14,357	18,500	22 %	4,143
Professional Services	280	1,805	2,000	10 %	195
Contractual Services	86	28,916	28,600	(1)%	(316)
Travel & Training	808	3,952	2,200	(80)%	(1,752)
Insurance	0	16,017	15,600	(3)%	(417)
Regulatory Requirements	0	4,311	9,200	53 %	4,889
Utilities	1,372	16,027	16,800	5 %	773
Repairs & Maintenance	478	13,352	13,600	2 %	248
Other Materials & Services	<u>215</u>	<u>271</u>	<u>700</u>	<u>61 %</u>	<u>429</u>
Total Materials & Services	5,127	99,009	107,200	8 %	8,191
Capital Outlay					
	<u>0</u>	<u>7,474</u>	<u>19,500</u>	<u>62 %</u>	<u>12,026</u>
Total EXPENDITURES	<u>19,559</u>	<u>351,352</u>	<u>372,700</u>	<u>6 %</u>	<u>21,348</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
110 - Street Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	3,188	40,168	38,000	6 %	2,168
Intergovernmental Revenue	14,829	188,681	183,300	3 %	5,381
Miscellaneous Revenues	92	561	100	461 %	461
Total REVENUES	<u>18,109</u>	<u>229,410</u>	<u>221,400</u>	<u>4 %</u>	<u>8,010</u>
EXPENDITURES					
Personnel Services	4,543	59,109	62,400	5 %	3,291
Materials & Services					
Supplies	313	3,816	4,300	11 %	484
Professional Services	0	3,322	7,200	54 %	3,878
Travel & Training	43	348	500	30 %	152
Insurance	0	1,448	1,600	9 %	152
Regulatory Requirements	0	86	100	15 %	15
Utilities	1,916	22,964	24,000	4 %	1,036
Repairs & Maintenance	2,752	13,214	36,100	63 %	22,886
Interfund Services	639	27,822	29,600	6 %	1,778
Other Materials & Services	0	1	200	100 %	199
Total Materials & Services	<u>5,662</u>	<u>73,020</u>	<u>103,600</u>	<u>30 %</u>	<u>30,580</u>
Total EXPENDITURES	<u>10,205</u>	<u>132,129</u>	<u>166,000</u>	<u>20 %</u>	<u>33,871</u>
Excess (deficiency) of Revenue over Expenditures	7,904	97,281	55,400	76 %	41,881
OTHER FINANCING SOURCES (USES)					
Transfer Out	(83,200)	(83,200)	(83,200)	0 %	0
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>(83,200)</u>	<u>(83,200)</u>	<u>(88,200)</u>	<u>(6)%</u>	<u>5,000</u>
NET CHANGE IN FUND BALANCE	<u>(75,296)</u>	<u>14,081</u>	<u>(32,800)</u>	<u>(143)%</u>	<u>46,881</u>
BEGINNING FUND BALANCE	138,881	49,504	41,500	19 %	8,004
ENDING FUND BALANCE	<u>63,585</u>	<u>63,585</u>	<u>8,700</u>	<u>631 %</u>	<u>54,885</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
111 - Street CIP Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	0	43,807	44,700	(3)%	(893)
Intergovernmental Revenue	0	268,000	1,265,500	(79)%	(997,500)
Miscellaneous Revenues	138	719	200,800	(100)%	(200,081)
Total REVENUES	<u>138</u>	<u>312,526</u>	<u>1,511,000</u>	<u>(79)%</u>	<u>(1,198,474)</u>
EXPENDITURES					
Capital Outlay	14,817	325,144	1,869,700	83 %	1,544,556
Debt Service	0	8,464	10,000	15 %	1,536
Total EXPENDITURES	<u>14,817</u>	<u>333,608</u>	<u>1,879,700</u>	<u>82 %</u>	<u>1,546,092</u>
Excess (deficiency) of Revenue over Expenditures	<u>(14,679)</u>	<u>(21,082)</u>	<u>(368,700)</u>	<u>(94)%</u>	<u>347,618</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	76,000	(100)%	(76,000)
Transfers In	70,000	70,000	70,000	0 %	0
Other					
Interfund Loan	0	0	200,000	(100)%	(200,000)
Total Other	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>(100)%</u>	<u>(200,000)</u>
Total OTHER FINANCING SOURCES (USES)	<u>70,000</u>	<u>70,000</u>	<u>346,000</u>	<u>(80)%</u>	<u>(276,000)</u>
NET CHANGE IN FUND BALANCE	<u>55,321</u>	<u>48,918</u>	<u>(22,700)</u>	<u>(315)%</u>	<u>71,618</u>
BEGINNING FUND BALANCE	154,703	161,106	177,700	(9)%	(16,594)
ENDING FUND BALANCE	<u>210,024</u>	<u>210,024</u>	<u>155,000</u>	<u>35 %</u>	<u>55,024</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
112 - Street Reserve Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	28	271	200	35 %	71
Total REVENUES	<u>28</u>	<u>271</u>	<u>200</u>	<u>35 %</u>	<u>71</u>
EXPENDITURES					
Capital Outlay	0	0	42,600	100 %	42,600
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>42,600</u>	<u>100 %</u>	<u>42,600</u>
Excess (deficiency) of Revenue over Expenditures	28	271	(42,400)	(101)%	42,671
NET CHANGE IN FUND BALANCE	<u>28</u>	<u>271</u>	<u>(42,400)</u>	<u>(101)%</u>	<u>42,671</u>
BEGINNING FUND BALANCE	42,701	42,458	42,400	0 %	58
ENDING FUND BALANCE	<u>42,729</u>	<u>42,729</u>	<u>0</u>	<u>0 %</u>	<u>42,729</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
122 - State Revenue Sharing Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	19,217	26,000	(26)%	(6,783)
Miscellaneous Revenues	<u>1</u>	<u>40</u>	<u>100</u>	<u>(60)%</u>	<u>(60)</u>
Total REVENUES	<u>1</u>	<u>19,257</u>	<u>26,100</u>	<u>(26)%</u>	<u>(6,843)</u>
EXPENDITURES					
Materials & Services					
Professional Services	1,134	16,725	19,200	13 %	2,475
Contractual Services	0	6,828	7,600	10 %	772
Other Materials & Services	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0 %</u>	<u>0</u>
Total Materials & Services	<u>1,134</u>	<u>25,054</u>	<u>28,300</u>	<u>11 %</u>	<u>3,246</u>
Total EXPENDITURES	<u>1,134</u>	<u>25,054</u>	<u>28,300</u>	<u>11 %</u>	<u>3,246</u>
Excess (deficiency) of Revenue over Expenditures	<u>(1,133)</u>	<u>(5,797)</u>	<u>(2,200)</u>	<u>163 %</u>	<u>(3,597)</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out	<u>5,000</u>	<u>(5,000)</u>	<u>(10,000)</u>	<u>(50)%</u>	<u>5,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>5,000</u>	<u>(5,000)</u>	<u>(10,000)</u>	<u>(50)%</u>	<u>5,000</u>
NET CHANGE IN FUND BALANCE	<u>3,867</u>	<u>(10,797)</u>	<u>(12,200)</u>	<u>(12)%</u>	<u>1,403</u>
BEGINNING FUND BALANCE	(2,285)	12,378	12,200	1 %	178
ENDING FUND BALANCE	<u>1,582</u>	<u>1,582</u>	<u>0</u>	<u>0 %</u>	<u>1,582</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
127 - Equipment Reserve Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Percent Total Budget Remaining</u>	<u>Total Budget Variance</u>
REVENUES					
Miscellaneous Revenues	396	11,938	3,500	241 %	8,438
Total REVENUES	<u>396</u>	<u>11,938</u>	<u>3,500</u>	<u>241 %</u>	<u>8,438</u>
EXPENDITURES					
Capital Outlay	32,436	169,366	755,600	78 %	586,234
Debt Service	0	58,627	58,700	0 %	73
Total EXPENDITURES	<u>32,436</u>	<u>227,993</u>	<u>814,300</u>	<u>72 %</u>	<u>586,307</u>
Excess (deficiency) of Revenue over Expenditures	<u>(32,040)</u>	<u>(216,055)</u>	<u>(810,800)</u>	<u>(73)%</u>	<u>594,745</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	81,100	81,100	133,100	(39)%	(52,000)
Total OTHER FINANCING SOURCES (USES)	<u>81,100</u>	<u>81,100</u>	<u>133,100</u>	<u>(39)%</u>	<u>(52,000)</u>
NET CHANGE IN FUND BALANCE	<u>49,060</u>	<u>(134,955)</u>	<u>(677,700)</u>	<u>(80)%</u>	<u>542,745</u>
BEGINNING FUND BALANCE	553,732	737,747	677,700	9 %	60,047
ENDING FUND BALANCE	<u>602,792</u>	<u>602,792</u>	<u>0</u>	<u>0 %</u>	<u>602,792</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
131 - Parks Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	25,786	31,500	(18)%	(5,714)
Miscellaneous Revenues	9	32	4,100	(99)%	(4,068)
Total REVENUES	<u>9</u>	<u>25,818</u>	<u>35,600</u>	<u>(27)%</u>	<u>(9,782)</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	0	2,500	100.0%	2,500
Repairs & Maintenance	0	20	1,000	98 %	980
Total Materials & Services	0	20	3,500	99 %	3,480
Capital Outlay	408	32,427	54,500	41 %	22,073
Total EXPENDITURES	<u>408</u>	<u>32,447</u>	<u>58,000</u>	<u>44 %</u>	<u>25,553</u>
Excess (deficiency) of Revenue over Expenditures	(399)	(6,629)	(22,400)	(70)%	15,771
OTHER FINANCING SOURCES (USES)					
Transfers In	(5,000)	5,000	10,000	(50)%	(5,000)
Total OTHER FINANCING SOURCES (USES)	<u>(5,000)</u>	<u>5,000</u>	<u>10,000</u>	<u>(50)%</u>	<u>(5,000)</u>
NET CHANGE IN FUND BALANCE	<u>(5,399)</u>	<u>(1,629)</u>	<u>(12,400)</u>	<u>(87)%</u>	<u>10,771</u>
BEGINNING FUND BALANCE	19,613	15,843	13,200	20 %	2,643
ENDING FUND BALANCE	<u>14,214</u>	<u>14,214</u>	<u>800</u>	<u>1,677 %</u>	<u>13,414</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
151 - Tourism Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	3,851	44,461	32,900	35 %	11,561
Intergovernmental Revenue	0	0	10,000	(100)%	(10,000)
Miscellaneous Revenues	37	183	100	83 %	83
Total REVENUES	<u>3,889</u>	<u>44,644</u>	<u>43,000</u>	<u>4 %</u>	<u>1,644</u>
EXPENDITURES					
Materials & Services					
Contractual Services	2,865	9,902	40,500	76 %	30,598
Total Materials & Services	<u>2,865</u>	<u>9,902</u>	<u>40,500</u>	<u>76 %</u>	<u>30,598</u>
Total EXPENDITURES	<u>2,865</u>	<u>9,902</u>	<u>40,500</u>	<u>76 %</u>	<u>30,598</u>
Excess (deficiency) of Revenue over Expenditures	1,024	34,742	2,500	1,290 %	32,242
NET CHANGE IN FUND BALANCE	<u>1,024</u>	<u>34,742</u>	<u>2,500</u>	<u>1,290 %</u>	<u>32,242</u>
BEGINNING FUND BALANCE	55,963	22,245	16,600	34 %	5,645
ENDING FUND BALANCE	<u>56,987</u>	<u>56,987</u>	<u>19,100</u>	<u>198 %</u>	<u>37,887</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
201 - Fire Station Construction
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	13	185	0	0 %	185
Total REVENUES	13	185	0	0 %	185
EXPENDITURES					
Materials & Services					
Professional Services	7,471	103,071	110,900	7 %	7,829
Total Materials & Services	7,471	103,071	110,900	7 %	7,829
Capital Outlay	0	12,755	24,500	48 %	11,745
Total EXPENDITURES	7,471	115,826	135,400	14 %	19,574
Excess (deficiency) of Revenue over Expenditures	(7,458)	(115,641)	(135,400)	(15)%	19,759
OTHER FINANCING SOURCES (USES)					
Transfers In	0	97,000	97,000	0 %	0
Total OTHER FINANCING SOURCES (USES)	0	97,000	97,000	0 %	0
NET CHANGE IN FUND BALANCE	(7,458)	(18,641)	(38,400)	(51)%	19,759
BEGINNING FUND BALANCE	27,223	38,406	38,400	0 %	6
ENDING FUND BALANCE	19,766	19,766	0	0 %	19,766

CITY OF DUNDEE
Statement of Revenues and Expenditures
310 - Bonded Debt
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,682	131,263	130,500	1 %	763
Miscellaneous Revenues	8	382	300	27 %	82
Total REVENUES	<u>2,690</u>	<u>131,645</u>	<u>130,800</u>	<u>1 %</u>	<u>845</u>
EXPENDITURES					
Debt Service	0	150,143	150,200	0 %	57
Total EXPENDITURES	<u>0</u>	<u>150,143</u>	<u>150,200</u>	<u>0 %</u>	<u>57</u>
Excess (deficiency) of Revenue over Expenditures	2,690	(18,498)	(19,400)	(5)%	902
NET CHANGE IN FUND BALANCE	<u>2,690</u>	<u>(18,498)</u>	<u>(19,400)</u>	<u>(5)%</u>	<u>902</u>
BEGINNING FUND BALANCE	9,324	30,512	30,400	0 %	112
ENDING FUND BALANCE	<u>12,014</u>	<u>12,014</u>	<u>11,000</u>	<u>9 %</u>	<u>1,014</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
431 - Water Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	47,184	639,709	595,400	7 %	44,309
Miscellaneous Revenues	85	1,646	800	106 %	846
Total REVENUES	<u>47,269</u>	<u>641,355</u>	<u>596,200</u>	<u>8 %</u>	<u>45,155</u>
EXPENDITURES					
Personnel Services	12,813	159,264	163,900	3 %	4,636
Materials & Services					
Supplies	656	11,161	12,600	11 %	1,439
Professional Services	1,206	13,554	10,000	(36)%	(3,554)
Contractual Services	0	6,942	10,000	31 %	3,058
Travel & Training	210	2,082	1,800	(16)%	(282)
Insurance	0	4,289	4,600	7 %	311
Regulatory Requirements	104	11,166	12,200	8 %	1,034
Utilities	3,806	41,855	42,800	2 %	945
Repairs & Maintenance	387	39,579	39,800	1 %	221
Interfund Services	4,122	74,964	77,600	3 %	2,636
Other Materials & Services	589	6,388	5,900	(8)%	(488)
Total Materials & Services	<u>11,080</u>	<u>211,980</u>	<u>217,300</u>	<u>2 %</u>	<u>5,320</u>
Capital Outlay	881	10,920	19,400	44 %	8,480
Total EXPENDITURES	<u>24,774</u>	<u>382,165</u>	<u>400,600</u>	<u>5 %</u>	<u>18,435</u>
Excess (deficiency) of Revenue over Expenditures	<u>22,495</u>	<u>259,190</u>	<u>195,600</u>	<u>33 %</u>	<u>63,590</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out	(211,108)	(238,838)	(239,800)	(0)%	962
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(211,108)</u>	<u>(238,838)</u>	<u>(259,800)</u>	<u>(8)%</u>	<u>20,962</u>
NET CHANGE IN FUND BALANCE	<u>(188,613)</u>	<u>20,352</u>	<u>(64,200)</u>	<u>(132)%</u>	<u>84,552</u>
BEGINNING FUND BALANCE	320,732	111,766	79,100	41 %	32,666
ENDING FUND BALANCE	<u>132,119</u>	<u>132,119</u>	<u>14,900</u>	<u>787 %</u>	<u>117,219</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
432 - Water CIP Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	17,532	25,200	(30)%	(7,668)
Miscellaneous Revenues	424	4,040	4,000	2 %	40
Total REVENUES	<u>424</u>	<u>21,572</u>	<u>29,200</u>	<u>(26)%</u>	<u>(7,628)</u>
EXPENDITURES					
Capital Outlay	361	487,628	923,000	47 %	435,372
Debt Service	0	792,176	792,500	0 %	324
Total EXPENDITURES	<u>361</u>	<u>1,279,804</u>	<u>1,715,500</u>	<u>25 %</u>	<u>435,696</u>
Excess (deficiency) of Revenue over Expenditures	<u>63</u>	<u>(1,258,232)</u>	<u>(1,686,300)</u>	<u>(25)%</u>	<u>428,068</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	(12,500)	732,500	730,000	0 %	2,500
Transfers In	166,000	166,000	176,000	(6)%	(10,000)
Other	0	0	(290,000)	(100)%	290,000
Interfund Loan	<u>0</u>	<u>0</u>	<u>(290,000)</u>	<u>(100)%</u>	<u>290,000</u>
Total Other	<u>0</u>	<u>0</u>	<u>(290,000)</u>	<u>(100)%</u>	<u>290,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>153,500</u>	<u>898,500</u>	<u>616,000</u>	<u>46 %</u>	<u>282,500</u>
NET CHANGE IN FUND BALANCE	<u>153,563</u>	<u>(359,732)</u>	<u>(1,070,300)</u>	<u>(66)%</u>	<u>710,568</u>
BEGINNING FUND BALANCE	490,448	1,003,744	1,106,000	(9)%	(102,256)
ENDING FUND BALANCE	<u>644,012</u>	<u>644,012</u>	<u>35,700</u>	<u>1,704 %</u>	<u>608,312</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
441 - Sewer Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	105,337	1,222,164	1,187,000	3 %	35,164
Miscellaneous Revenues	<u>123,927</u>	<u>124,125</u>	<u>120,100</u>	<u>3 %</u>	<u>4,025</u>
Total REVENUES	<u>229,264</u>	<u>1,346,290</u>	<u>1,307,100</u>	<u>4 %</u>	<u>39,190</u>
EXPENDITURES					
Personnel Services	12,300	151,883	156,400	3 %	4,517
Materials & Services					
Supplies	1,014	28,183	24,300	(16)%	(3,883)
Professional Services	2,833	46,349	38,500	(20)%	(7,849)
Contractual Services	0	583	700	17 %	117
Travel & Training	167	1,896	1,800	(5)%	(96)
Insurance	0	15,720	16,000	2 %	280
Regulatory Requirements	620	5,861	7,200	19 %	1,339
Utilities	5,691	75,330	82,100	8 %	6,770
Repairs & Maintenance	3,966	123,122	140,800	13 %	17,678
Interfund Services	3,814	71,489	74,100	4 %	2,611
Other Materials & Services	<u>589</u>	<u>6,131</u>	<u>5,700</u>	<u>(8)%</u>	<u>(431)</u>
Total Materials & Services	<u>18,695</u>	<u>374,664</u>	<u>391,200</u>	<u>4 %</u>	<u>16,536</u>
Capital Outlay	0	2,174	2,400	9 %	227
Total EXPENDITURES	<u>30,995</u>	<u>528,721</u>	<u>550,000</u>	<u>4 %</u>	<u>21,279</u>
Excess (deficiency) of Revenue over Expenditures	<u>198,269</u>	<u>817,569</u>	<u>757,100</u>	<u>8 %</u>	<u>60,469</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out	(195,767)	(714,099)	(732,400)	(2)%	18,301
Other Uses	<u>0</u>	<u>0</u>	<u>(20,000)</u>	<u>(100)%</u>	<u>20,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>(195,767)</u>	<u>(714,099)</u>	<u>(752,400)</u>	<u>(5)%</u>	<u>38,301</u>
NET CHANGE IN FUND BALANCE	<u>2,502</u>	<u>103,470</u>	<u>4,700</u>	<u>2,101 %</u>	<u>98,770</u>
BEGINNING FUND BALANCE	118,626	17,658	10,700	65 %	6,958
ENDING FUND BALANCE	<u>121,128</u>	<u>121,128</u>	<u>15,400</u>	<u>687 %</u>	<u>105,728</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
442 - Sewer CIP Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	8,750	26,500	(67)%	(17,750)
Miscellaneous Revenues	<u>270</u>	<u>3,268</u>	<u>3,000</u>	<u>9 %</u>	<u>268</u>
Total REVENUES	<u>270</u>	<u>12,018</u>	<u>29,500</u>	<u>(59)%</u>	<u>(17,482)</u>
EXPENDITURES					
Capital Outlay	3,979	129,374	600,000	78 %	470,626
Debt Service	<u>0</u>	<u>684,790</u>	<u>684,900</u>	<u>0 %</u>	<u>110</u>
Total EXPENDITURES	<u>3,979</u>	<u>814,164</u>	<u>1,284,900</u>	<u>37 %</u>	<u>470,736</u>
Excess (deficiency) of Revenue over Expenditures	<u>(3,709)</u>	<u>(802,145)</u>	<u>(1,255,400)</u>	<u>(36)%</u>	<u>453,255</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	75,000	600,000	(88)%	(525,000)
Transfers In	<u>177,500</u>	<u>640,000</u>	<u>690,000</u>	<u>(7)%</u>	<u>(50,000)</u>
Total OTHER FINANCING SOURCES (USES)	<u>177,500</u>	<u>715,000</u>	<u>1,290,000</u>	<u>(45)%</u>	<u>(575,000)</u>
NET CHANGE IN FUND BALANCE	<u>173,791</u>	<u>(87,145)</u>	<u>34,600</u>	<u>(352)%</u>	<u>(121,745)</u>
BEGINNING FUND BALANCE	350,190	611,126	586,900	4 %	24,226
ENDING FUND BALANCE	<u>523,981</u>	<u>523,981</u>	<u>621,500</u>	<u>(16)%</u>	<u>(97,519)</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
451 - Storm Water Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services					
	7,926	93,558	93,800	(0)%	(242)
Miscellaneous Revenues					
	<u>7</u>	<u>97</u>	<u>100</u>	<u>(3)%</u>	<u>(3)</u>
Total REVENUES	<u>7,932</u>	<u>93,655</u>	<u>93,900</u>	<u>(0)%</u>	<u>(245)</u>
EXPENDITURES					
Personnel Services					
	2,691	34,877	35,600	2 %	723
Materials & Services					
Supplies	156	2,347	2,200	(7)%	(147)
Professional Services	229	5,434	5,900	8 %	466
Travel & Training	25	162	400	59 %	238
Insurance	0	126	200	37 %	74
Regulatory Requirements	0	36	100	64 %	64
Utilities	82	618	600	(3)%	(18)
Repairs & Maintenance	38	1,802	2,400	25 %	598
Interfund Services	633	16,416	16,900	3 %	484
Other Materials & Services	<u>0</u>	<u>47</u>	<u>400</u>	<u>88 %</u>	<u>353</u>
Total Materials & Services	1,163	26,989	29,100	7 %	2,111
Capital Outlay					
	<u>0</u>	<u>452</u>	<u>500</u>	<u>10 %</u>	<u>48</u>
Total EXPENDITURES	<u>3,854</u>	<u>62,318</u>	<u>65,200</u>	<u>4 %</u>	<u>2,882</u>
Excess (deficiency) of Revenue over Expenditures	<u>4,078</u>	<u>31,337</u>	<u>28,700</u>	<u>9 %</u>	<u>2,637</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out					
	(27,000)	(27,000)	(27,000)	0 %	0
Other Uses					
	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>(100)%</u>	<u>5,000</u>
Total OTHER FINANCING SOURCES (USES)	<u>(27,000)</u>	<u>(27,000)</u>	<u>(32,000)</u>	<u>(16)%</u>	<u>5,000</u>
NET CHANGE IN FUND BALANCE	<u>(22,922)</u>	<u>4,337</u>	<u>(3,300)</u>	<u>(231)%</u>	<u>7,637</u>
BEGINNING FUND BALANCE	32,810	5,552	3,900	42 %	1,652
ENDING FUND BALANCE	<u>9,889</u>	<u>9,889</u>	<u>600</u>	<u>1,548 %</u>	<u>9,289</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
452 - Storm Water CIP Fund
From 6/1/2016 Through 6/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	11,854	12,000	(1)%	(146)
Miscellaneous Revenues	136	422	200	111 %	222
Total REVENUES	<u>136</u>	<u>12,276</u>	<u>12,200</u>	<u>1 %</u>	<u>76</u>
EXPENDITURES					
Capital Outlay	0	33,871	512,500	93 %	478,629
Total EXPENDITURES	<u>0</u>	<u>33,871</u>	<u>512,500</u>	<u>93 %</u>	<u>478,629</u>
Excess (deficiency) of Revenue over Expenditures	136	(21,595)	(500,300)	(96)%	478,705
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	150,000	350,000	(57)%	(200,000)
Transfers In	15,000	15,000	15,000	0 %	0
Other	0	0	90,000	(100)%	(90,000)
Interfund Loan	<u>0</u>	<u>0</u>	<u>90,000</u>	<u>(100)%</u>	<u>(90,000)</u>
Total Other	<u>0</u>	<u>0</u>	<u>90,000</u>	<u>(100)%</u>	<u>(90,000)</u>
Total OTHER FINANCING SOURCES (USES)	<u>15,000</u>	<u>165,000</u>	<u>455,000</u>	<u>(64)%</u>	<u>(290,000)</u>
NET CHANGE IN FUND BALANCE	<u>15,136</u>	<u>143,405</u>	<u>(45,300)</u>	<u>(417)%</u>	<u>188,705</u>
BEGINNING FUND BALANCE	191,327	63,058	46,100	37 %	16,958
ENDING FUND BALANCE	<u>206,463</u>	<u>206,463</u>	<u>800</u>	<u>25,708 %</u>	<u>205,663</u>



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

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: _____

ACTIONS

Change Ownership

New Outlet

Greater Privilege

Additional Privilege

Other 3rd location

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

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: 7/20/2016 CW

90-day authority: Yes No

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

① Purple Hands LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): Purple Hands Winery

3. Business Location: 1200 NW 99W Dundee, Yamhill, Dundee 97115

(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Po Box 820 Dundee OR 97115

(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541.501.2459

(phone) (fax)

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

7. If yes to whom: Purple Hands LLC Type of License: Winery / tasting room

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: Cody T. Wright

(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Dundee, Yamhill

(name of city or county)

11. Contact person for this application: Cody T. Wright 541.501.2459

(name) (phone number(s))

Po Box 820, Dundee OR 97115 Cody@purplehandswine.com

(address) (fax number) (e-mail address)

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 Cody T. Wright Date 7/11/2016 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: Purple Hands LLC Year Filed: 2012
Trade Name (dba): Purple Hands Winery
Business Location Address: 1200 W 99W
City: Dundee ZIP Code: 97115

List Members of LLC:

Percentage of Membership Interest:

- | | |
|--|------------|
| 1. <u>Cody Wright</u>
(managing member) | <u>80%</u> |
| 2. <u>Michelle Campbell</u>
(members) | <u>10%</u> |
| 3. <u>Scott Campbell</u> | <u>10%</u> |
| 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: Cody T. Wright DOB: 05/28/1980

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

Signature: Cody T. Wright president Date: 7/1/16
(name) (title)

1-800-452-OLCC (6522)
www.olcc.state.or.us

(rev.)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name Purple Hands Winery 2. City Dundee
 3. Name Wright Cody Tyrus
 (Last) (First) (Middle)
 4. Other names used (maiden, other) _____
 5. *SSN 544 - 23 - 2597 6. Place of Birth California 7. DOB 05/28/1980 8. Sex M FO
 (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: Cody Wright

OSP/DMV
Search Completed
JUL 12 2016

9. Driver License or State ID # 8819634 10. State OR INITIALS: CR
 11. Residence Address 709 SW Red Hills Drive Dundee OR 97115
 (number and street) (city) (state) (zip code)
 12. Mailing Address (if different) Po Box 520 Dundee OR 97115
 (number and street) (city) (state) (zip code)
 13. Contact Phone 541-501-2459 14. E-Mail address (optional) cody@purplehandswine.c
 15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: Marque Cenai Wright
 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:

 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 _____ 21. City _____

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.

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.

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: COVIA WRAJE Date: 7/1/16



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name _____ 2. City _____
 3. Name CAMPBELL MICHELLE ANNE
 (Last) (First) (Middle)
 4. Other names used (maiden, other) _____
 5. *SSN 570-35-8596 6. Place of Birth CALIFORNIA 7. DOB 11/13/1968 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:

OSP/DMV
 Search completed
 JUL 20 2016

Applicant Signature: Michelle Anne Campbell

9. Driver License or State ID # 7461799 10. State OR INITIALS: OC
 11. Residence Address 311 NW 12th Ave #902, PORTLAND OR 97209
 (number and street) (city) (state) (zip code)
 12. Mailing Address (if different) _____
 (number and street) (city) (state) (zip code)
 13. Contact Phone 650 281 5408 14. E-Mail address (optional) _____

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

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:
CALIFORNIA

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 _____ 21. City _____

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.

PURPLE HANDS WENERY, DUNDIE, OR

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.

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: _____

Michelle Anne Campbell

Date: _____

7/17/16



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name _____ 2. City _____
 3. Name CAMPBELL SCOTT KEY
 (Last) (First) (Middle)
 4. Other names used (maiden, other) _____
 5. *SSN 46 - 13 - 8266 6. Place of Birth CA 7. DOB 07/21/1970 8. Sex M FO
 (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: _____

OSP/DMV
Search Completed
JUL 20 2016

9. Driver License or State ID # 5267854 10. State INITIALS:
 11. Residence Address 311 NW 12th Ave #902 PORTLAND OR 97209
 (number and street) (city) (state) (zip code)
 12. Mailing Address (if different) _____
 (number and street) (city) (state) (zip code)
 13. Contact Phone 5038059065 14. E-Mail address (optional) _____

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

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:

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 _____ 21. City _____

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.

PURPLE HANDS BREWERY, DUNDRE, OR

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.

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: [Signature] Date: 7/17/16



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Purple Hands LLC Phone: 541-501-2459

Trade Name (dba): Purple Hands Winery

Business Location Address: 1200 N. 99 W

City: Dundee ZIP Code: 97115

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 11 AM to 4:30 PM
Monday 11 AM to 4:30 PM
Tuesday
Wednesday
Thursday 11 AM to 4:30 PM
Friday 11 AM to 4:30 PM
Saturday 11 AM to 4:30 PM

Outdoor Area Hours:

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

The outdoor area is used for:

- Food service
Alcohol service
Enclosed, how

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:

- Live Music
Recorded Music
DJ Music
Dancing
Nude Entertainers
Karaoke
Coin-operated Games
Video Lottery Machines
Social Gaming
Pool Tables
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):
Banquet: Total Seating:

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: [Signature] Date:

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

Rev 12/07



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

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: 2nd location for TR

ACTIONS

- Change Ownership
New Outlet
Greater Privilege
Additional Privilege
Other 2nd Location

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:

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

OLCC USE ONLY

Application Rec'd by: OLCC

Date: 7/15/2016 (signature)

90-day authority: Yes No

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

1 Methven Family Vineyards LLC
2
4

2. Trade Name (dba): Methven Family Vineyards

3. Business Location: 130 SW 7th Dundee Yamhill OR 97115
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 11400 Westland Lane Dayton OR 97114
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-868-7259 (phone) 503-868-7284 (fax)

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

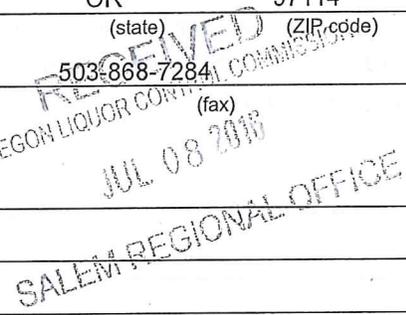
7. If yes to whom: Type of License:

8. Former Business Name:

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

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

11. Contact person for this application: Laurie Ross 503-868-7259
(name) (phone number(s))
11400 Westland Lane Dayton OR 97114 503-868-7284 laurie@methvenfamilyvineya
(address) (fax number) (e-mail address)



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 22 June 16 Date

2 Date Date



OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE

Please Print or Type

LLC Name: Methven Family Vineyards LLC Year Filed: 2004

Trade Name (dba): _____

Business Location Address: 11400 Westland Lane

City: Dayton ZIP Code: 97114

List Members of LLC:

Percentage of Membership Interest:

- | | |
|--|-------------|
| 1. <u>Allen R Methven</u>
(managing member) | <u>100%</u> |
| 2. <u>Jill Methven</u>
(members) | _____ |
| 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: Allen Methven DOB: 9/29/1947

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

Signature: [Signature] Owner Date: 22 June 16
(name) (title)

1-800-452-OLCC (6522)

www.olcc.state.or.us

(rev. 8/11)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name Methven Family Vineyards LLC 2. City Dayton
 3. Name Methven Allen Robert
 (Last) (First) (Middle)
 4. Other names used (maiden, other) _____
 5. *SSN 534 - 48 - 2319 6. Place of Birth WA/USA 7. DOB 09 /29 /1947 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 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 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: _____

OSP/DMV
 Search Completed
 JUL 12 2016

INITIALS: [Signature]

9. Driver License or State ID # H00400878
 11. Residence Address 10830 Westland Lane Dayton OR 97114
 (number and street) (city) (state) (zip code)
 12. Mailing Address (if different) _____
 (number and street) (city) (state) (zip code)
 13. Contact Phone 971-235-3145 14. E-Mail address (optional) amethven@aol.com
 15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: Jill Methven
 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:

 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 Methven Family Vineyards LLC 21. City Dayton

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.
Methven Family Vineyards LLC - Currently licensed

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.

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: 22 June 16



**OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION**

Please Print or Type

Applicant Name: ALLEN R METHVEN Phone: 503-868-7259

Trade Name (dba): METHVEN FAMILY VINEYARDS

Business Location Address: 130 SW 7TH

City: DUNDEE ZIP Code: 97115

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 11AM to 8PM
 Monday 11AM to 8PM
 Tuesday 11AM to 8PM
 Wednesday 11AM to 8PM
 Thursday 11AM to 8PM
 Friday 11AM to 8PM
 Saturday 11AM to 8PM

Outdoor Area Hours:

Sunday 11AM to 8PM
 Monday 11AM to 8PM
 Tuesday 11AM to 8PM
 Wednesday 11AM to 8PM
 Thursday 11AM to 8PM
 Friday 11AM to 8PM
 Saturday 11AM to 8PM

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: 11AM to 8PM
- Enclosed, how _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

WINTER HOURS MAY BE SHORTENED ACCORDING TO NEED

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- 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: 15
 Lounge: _____ Other (explain): 10 - inside
 Banquet: _____ Total Seating: 25

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: CW

Date: 7/15/16

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

Applicant Signature: [Signature] Date: 6/23/16

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

(rev. 12/07)

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: July 27, 2016
Re: Planning Commission Appointment

At the June 21 meeting, the City Council determined that position held by Danny Sikkens on the Planning Commission was vacant due to his relocation to Newberg. Appointment to fill the vacant position is for the remainder of the unexpired term ending December 31, 2017. The vacant position was noticed in the City's quarterly newsletter, City website and in the Newberg Graphic, with an application filing date of July 26. The attached applications were received from Shannon Howland and David Johnson. The applicants were advised to attend the August 2 meeting and were provided the sample interview questions used by Council in prior appointments to the Planning Commission.

Section 2.16.020 of the Dundee Municipal Code provides for membership qualifications to the Planning Commission. Residency of at least one year is required, except one member may be a non-resident provided the member owns real property in the City at least one year prior to the appointment. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.

The table below shows the occupation/terms of the current Planning Commission members:

<u>Name</u>	<u>Residence</u>	<u>Occupation</u>	<u>Term Ending December 31</u>
Isaiah Cox	860 SE Parks Drive	Product Developer Manager	2017
Francisco Stoller	420 NW 1 st Street	Real Estate Broker	2017
Vacant	---	---	2017
Michelle Kropf	10970 NE Red Hill Road*	Business Manager/Buyer	2019
Kevin Swanson	1002 SW 7 th Street	International Sales	2019
Sara Whitfield	960 SW 7 th Street	Nursing Home Administrator	2019
Dustin Swenson	226 SW Walnut Avenue	Hospitality Manager	2019

*Non-resident, co-owner of Red Hill Market at 155 SW 7th Street.

Recommendation: Motion to appoint _____ to the Dundee Planning Commission to fill the unexpired term ending December 31, 2017.

August 2016 Planning Commission Appointment

Dear Applicant,

Thank you for your interest in serving on the Dundee Planning Commission. The duties of the Planning Commission include the following:

1. Review and make decisions on conditional use permits, subdivisions and major variances.
2. Provide recommendations to Council on zone changes, Comprehensive Plan map/text amendments and amendments to the Dundee Development Ordinance.
3. Hear appeals to administrative actions; such as home occupations, partitions, site plan review, lot line adjustments and minor variances.

Members of the Planning Commission serve four year terms. Applicants must have at least one year of residency in Dundee prior to the appointment, except one member on the Planning Commission may be a non-resident owner of real property in Dundee for at least one year prior to the appointment. The regular meeting of the Planning Commission is the third Wednesday of each month at 7:00 p.m. Appointments to the Planning Commission are made by the City Council.

The City Council will review the applications and interview applicants at the August 2, 2016 meeting starting at 7:00 p.m. at the Dundee Fire Hall Community Room. The following are sample interview questions which may be used in the interview.

1. Why are you interested in becoming a planning commissioner for the City of Dundee and what personal qualifications and/or skills do you have that will be of value to the City should you serve as a planning commissioner?
2. Assuming a controversial land use issue is before the commission. How would you reconcile your personal opinions and emotions should they be in conflict with the policies and regulations established by the Dundee Comprehensive Plan, Dundee Development Ordinance and the Dundee Public Works Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some, perhaps even at odds with your own preferences?
3. Some issues that the commission hears may be controversial and draw large audiences. At public hearings, planning commissioners must discuss openly among themselves any given matter before a decision is made, and they must do so before sometimes large and sometimes unfriendly audiences. Do you think you work well in group situations under such circumstances?
4. This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for view with which you might disagree?
5. What is your vision of Dundee in the next ten years? What are the most important concerns or issues that the City will have to face in this time period?

RECEIVED

JUL 26 2016



CITY OF DUNDEE PLANNING COMMISSION APPLICATION INFORMATION

Those wishing to serve on the planning commission are asked to complete and return the form below. Resumes are preferred, but not required. Application should be marked Planning Commission Application and sent to:

Rob Daykin, City Administrator
City of Dundee
PO Box 220
Dundee, Oregon 97115

Name David Johnson Telephone Number 707-333-9510

Address 962 SW Tomahawk Pl. Dundee OR. 97115

E-Mail djone@napabuilder.com

Year(s) of Residence 2 Job/Occupation Project Manager

Educational Background Some College

State briefly your reasons for applying I am an active resident of Dundee and see great potential in development of the city. I would like to contribute the knowledge that I have gained as a construction project manager over the last 10 years to help aid in planning decisions that can help this city to thrive and stay this wonderful place I call home.

Dated this 28 day of July, 2016.

Signature [Signature]

Office Use Only:

Date of Appointment _____ Term Expires _____

Signed _____, Mayor of Dundee

Dated this _____ day of _____, 20____.

DAVID L JOHNSON

Highly knowledgeable and skilled construction project manager with 16 years' experience in the building industry. Reliable, honest and quality focused.

ABILITIES

- Demonstrates aptitude in all phases of carpentry including:
 - Residential
 - Commercial
 - New Construction
 - Additions
 - Remodeling
 - Framing
 - Sheetrock
 - Plumbing/Electrical
 - Forklift Operation
 - Heavy Machinery Operation
 - Grounds Keeping
 - Trim
 - Tile
 - Concrete Work
- Reads and draws building blueprints
- Highly knowledgeable of Building Codes
- Ensures safe handling practices of all construction equipment
- Excellent communication skills

PROFESSIONAL EXPERIENCE

Riggs and Martin Inc. • April. 2015-Present • Portland, OR

Project Manager

- Project Manager for multiple residential remodels
- Supervises construction crew and subcontractors
- Plans and teaches safety meetings for ORSHA compliance
- Reviews blueprints for material take offs and price estimates
- Oversees the job schedules

Ledcor Construction, Inc. • Jan. 2013-Feb. 2014 • Napa, CA

Finish Carpenter

- Worked all aspects of Finish Carpentry
- Supervised small crews
- Educated new crew members on good building practices

Johnson Custom Homes, Inc. • Jan. 2006-July 2012 • Napa, CA

Owner

- Grew a successful renovation and new home construction business
- Directed a multi member crew
- Hired and oversaw subcontractors
- Provided design and structural recommendations
- Successful project bid estimator
- Facilitated all aspects of project coordination
- Current on all building codes and new green practices
- Scheduled and met with building inspectors
- Ensured jobs finished on time, within budget, and met all building codes

Wooden Valley Custom Works • Jun. 2000-Jan 2006 • Napa, CA

Journeyman Carpenter

- Performed framing, laid foundations, finish work, plumbing, drywall, and electrical tasks
- Inspected, designed, constructed, and repaired all structural elements within residential buildings
- Estimated material costs

PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST



PLANNING COMMISSION APPLICATION INFORMATION

Those wishing to serve on the planning commission are asked to complete and return the form below. Resumes are preferred, but not required. Application should be marked "Planning Commission Application" and sent to:

Rob Daykin, City Administrator
City of Dundee
PO Box 220
Dundee, Oregon 97115

RECEIVED

JUL 14 2016

CITY OF DUNDEE

Name Shannon Howland Telephone Number 971-226-9303

Address 211 SW 9th St., Dundee, OR 97115

E-Mail SONEILLHOWLAND@YAHOO.COM

Year(s) of Residence 10 Job/Occupation REGIONAL FINANCE MGR, ARGYLE

Educational Background MARYLHURST UNIVERSITY, BUSINESS & LEADERSHIP PROGRAM
AA LIBERAL ARTS, LEEWARD COMMUNITY COLLEGE, PEARL CITY, HI

State briefly your reasons for applying Please see attached letter.

Dated this 14 day of JULY, 2016.

Signature Shannon Howland

Office Use Only:
Date of Appointment _____ Term Expires _____

Signed _____, Mayor of Dundee

Dated this _____ day of _____, 20____.

July 14, 2016

Planning Commission
c/o Mr. Rob Daykin, City Administrator
City Of Dundee
PO Box 220
Dundee, OR 97115

RE: Planning Commission Application

Dear Mr. Daykin:

I am interested in being a member of the City of Dundee Planning Commission and ask that you accept my application in consideration for the current open seat to fill the remaining term for Commissioner Sikkens, expiring December 31, 2017.

As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our city. As a 10-year resident of Dundee, I am committed to doing what is best for our community in support of its growth in a way that is livable for residents, viable for businesses, and attractive to tourists. I believe my voice in this volunteer position will provide value to the Commission in decision-making and recommendations to the City Council and staff. My ability to listen and communicate effectively, think critically and analytically in balance with my understanding of community needs and issues will serve the Planning Commission and City of Dundee well.

What has piqued my interest in seeking appointment to the Planning Commission is my deep desire to serve the city. It is not only my home, but it's where I work and enjoy the local businesses and public spaces with my neighbors and friends. There have been many changes in Dundee over recent years that shaped the new vision for Dundee and I would like the opportunity to not only better understand the challenges we face as a community, but participate in managing our growth, improving our infrastructure, and further developing our business center in a meaningful way.

I respectfully request your support in being appointed to the City of Dundee Planning Commission. I have provided an updated version of my resume as it pertains to my current role as Regional Finance Manager at Argyle Winery. I am happy to answer any questions you may have.

Thank you for your consideration.

Kind regards,



Shannon Howland
211 SW 9th Street
Dundee, OR 97115
C: 971-226-9303
soneillhowland@yahoo.com

Regional Finance Manager

Summary of Qualifications

Driven professional with 13 years of management experience – 5 years direct Business & Operations experience in the wine industry. Excellent verbal and written communication skills, effective listener. Attentive to details, ability to think analytically, creatively and critically. Strong prioritizing skills and outstanding record for on-time completion of tasks. Committed and enthusiastic approach to work and team. Innovative approach to problem solving.

Relevant Experience

Logistics & Operations Management

- ◆ Annually generated and set standard costing for all current dry goods and labor recovery rates
- ◆ Coordinated and managed all wine movements between winery and warehouses, ensuring appropriate levels of goods were delivered to the appropriate locations timely for fulfillment of orders. Wrote all BOLs with required information to accompany freight.
- ◆ Generated POs for all dry goods purchases and provided cost analysis for approvals including benefit and risk impact to annual plan
- ◆ Managed the inventory reconciliation process across all winery sites and offsite warehouse facilities on a monthly basis; planned and lead execution of annual inventory audits of wine and dry goods
- ◆ Managed the OLCC & TTB excise tax and operations reporting process, ensuring accurate and timely filings
- ◆ Facilitated flow of information for CAF / AOP and presented final budgets to stakeholders
- ◆ Procured and managed shipments of imported dry goods; ensured all appropriate paperwork was completed and filed for compliance
- ◆ Maintained file of all shipping permits, create matrix of issue and expiration dates, description of license details.

Sales Support

- ◆ Maintained and updated the Direct to Consumer (DTC) reporting and forecasting model on a weekly basis, analysis of results and provided key insights to the Executive and DTC team
- ◆ Ensure Argyle DTC overheads are reported and discussed with the leaders of the Argyle DTC team on a monthly basis
- ◆ Generated ad-hoc reports as requested by the leaders of the Argyle DTC team
- ◆ Educated and supported the Argyle DTC team on CRM & POS reporting to ensure a self-sufficient team
- ◆ Managed the weekly and monthly inventory reconciliation process
- ◆ Reconciled sales between cellar door systems & MFGPro
- ◆ Reviewed customer purchase orders for accuracy of product and pricing, entered orders for fulfillment
- ◆ Worked with warehouse staff to coordinate inventory receipts and shipments/pick-ups of orders. Communicate any discrepancies or questions regarding inventory reconciliations and invoice errors and clarifications.
- ◆ Created customer invoices for sales orders

Production Planning

- ◆ Communicate production plan between wine-making, production, sales, marketing, and operations teams to ensure needs of each group are understood and met.
- ◆ Produced daily picking reports during harvest and weight bills; compare against vineyard crop estimates.

- ◆ Post pressing reports during harvest, compare volumes against demand and provide detail on varietal.
- ◆ Maintained the BOMs, Item Numbers, and Product Specs for all SKUs
- ◆ Entered all production work orders to ensure real-time inventory levels and to facilitate labor recovery for production staff.
- ◆ Coordinate with custom crush clients to ensure all goods (grapes, bulk wine, dry goods) were scheduled and received timely to keep on track with production calendar. Coordinate invoicing and shipment of finished goods per customer request and contractual obligations.

People Processes & Leadership

- ◆ Maintained and reviewed organization policies and procedures
- ◆ Maintained updated SAIF / OSHA forms; filed annual U.S. Dept of Labor – Bureau of Labor Statistics Survey of Occupational Injuries and Illnesses reports
- ◆ Site liaison for payroll related issues (dissemination of pay slips, payroll & benefit form custodian)
- ◆ Managed staff in winery tasting room as well as administrative functions. Worked closely with multiple teams to ensure flow of information between groups for cross-functional awareness of activities.
- ◆ Created and maintained employee job descriptions, employee handbooks, work flow and process maps, and SOPs (statement of procedure)
- ◆ Placed advertisements for available positions, reviewed resumes, conducted interviews. Extended job offers, supported, trained, and coached staff, led disciplinary or development discussions with staff, and terminated staff when required.
- ◆ Drafted and reviewed consultant contracts.

Technical Skills and Special Abilities

- ◆ Expertise in Microsoft Windows operating programs and the Microsoft Office suite, especially Word, Excel, and Access. Experience with MFG Pro, VinTrace (formerly VinX2), eWinery, Ship Compliant, Press Access, GroupWise, GoldMine, Crystal Reports and Mas90, Quicken, SAP, Business Works & assorted other programs.
- ◆ Innovative approach to problem solving. Always considering ways to improve project related time-management efficiencies. Thorough and hard working.

Employment History

2013-Present Regional Finance Manager, Argyle Winery, Dundee, OR
 2012-2013 Tasting Room Associate, Part-Time, Argyle Winery, Dundee, OR
 2008-2013 Business & Finance Manager, Pearson Assessment Training Institute, Portland, OR
 2007 Direct Sales Manager/Hospitality Director, Ponzi Vineyards, Beaverton, OR
 2003-2007 Administrative Manager/Executive Asst., Gary McGee & Co. CPAs, Portland, OR
 2002-2003 Sales & Exec. Asst./Event Coordinator, Widmer Bros. Brewing Co., Portland, OR
 1999-2001 Exec/Admin/Internal PR Assistant, New Venture Communications, Portland, OR
 1998-1999 Receptionist/Admin. Assistant, Shapiro & Associates, Inc., Portland, OR

Education

2005-2007 Marylhurst University Marylhurst, OR
 ◆ Business & Leadership, BS program
 1995-1997 Leeward Community College Pearl City, HI
 ◆ AA Liberal Arts
 ◆ Member Phi Theta Kappa Honor Society
 ◆ Certificate of Completion for Leadership Development, Honors Program



To: Dundee City Council

From: Greg Reid, City Engineer

Date: 7/28/2016

Re: 2016 Street & Water Improvements Project - Recommendation to Award

The City has recently received bids for the 2016 Street and Water Improvements that included a new water main, storm improvements and asphalt pavement overlay on Dogwood and additional asphalt pavement overlays on 1st, Canyon, Locust and Beech.

Only two bids were received for the work from C&M Excavation & Utilities and Kodiak Pacific Construction. C&M was the low bidder with a base bid of \$342,811 which included the Dogwood, Canyon and 1st Street improvements. The Locust and Beech work was included as alternative items. See the bid tabulations.

Upon review of the low bid, Staff has determined that the base bid cost exceeds the City's available budget for the work primarily due to the costs bid for the asphalt pavement work. Further review of the bid revealed that the Dogwood water main costs was within budget and appears to be a good price. The Dogwood pavement work did come in at a higher cost than anticipated which increased the overall cost for Dogwood to \$233,065 which exceeds the City's budget of \$208,700. However, since the project has been funded through an SCA grant that is expiring and needs to be spent to be eligible for future grants, it is staff's recommendation to come up with the additional funds and award only the Dogwood Improvements.

The remainder of the work (street overlays on 1st, Canyon, Locust and Beech) will need to be re-bid either this fall or early next year. Discussions with paving contractors indicate that there is some availability this fall but that bid prices may not be lower than what was received. Upon review of the Kodiak bid which had lower pavement costs, revealed that the bid was only about \$5,000 over the City's available funds for the 1st and Canyon work. Further discussions indicated that more competitive bids may be possible if the work window were extended through next summer. One contractor also indicated that cost savings may also be achieved if the existing pavement were removed (cold planed) and replaced since the preparation of the existing deteriorated streets prior to overlaying was an extensive amount of work that drove the cost up. At this time, staff would like to discuss and get council's input regarding the timing for the pavement work to be re-bid. It should also be noted that the 1st and Canyon residences were anticipating the streets to be overlaid this year and that it is uncertain whether better bids will be received next year since material and labor costs could change.

1.1 Dogwood Improvements

Base Bid
(Addendum 3)

SECTION 1 - SITE WORK				C&M		Kodiak	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	\$19,500.00	\$19,500.00	\$19,534.08	\$19,534.08
2	Pothole/Surface Prep/Clearing/Grub/Demo	1	LS	\$8,000.00	\$8,000.00	\$16,500.00	\$16,500.00
3	Temporary Work Zone Traffic Control, Complete	1	LS	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
4	Erosion Control, Complete	1	LS	\$1,500.00	\$1,500.00	\$315.00	\$315.00
SECTION 2 - STREET IMPROVEMENTS							
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
5	Excavation	1	LS	\$15,000.00	\$15,000.00	\$15,900.00	\$15,900.00
6	Overlay Geotextile	1,909	SY	\$6.00	\$11,454.00	\$5.15	\$9,831.35
7	Level 2, 1/2" Dense ACP Mixture	311	Ton	\$95.00	\$29,545.00	\$82.00	\$25,502.00
8	Asphalt Leveling Course	26	Ton	\$130.00	\$3,380.00	\$181.50	\$4,719.00
9	3/4"-0" Aggregate Base	1	LS	\$12,500.00	\$12,500.00	\$29,637.14	\$29,637.14
10	6" Thk. Conc. Driveways	51	SY	\$90.00	\$4,590.00	\$182.27	\$9,295.77
11	Adjusting Boxes	1	LS	\$800.00	\$800.00	\$407.54	\$407.54
12	Minor Adjustment of Manholes	2	EA	\$500.00	\$1,000.00	\$579.17	\$1,158.34
13	Mailboxe & Sign Adjustments	1	LS	\$1,250.00	\$1,250.00	\$2,568.77	\$2,568.77
SECTION 3 - STORM DRAINAGE							
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
14	10" Storm Main	15	LF	\$130.00	\$1,950.00	\$1,030.31	\$15,454.65
15	12" Storm Main	60	LF	\$135.00	\$8,100.00	\$119.41	\$7,164.60
16	G-2MA Inlet	1	EA	\$1,950.00	\$1,950.00	\$2,256.25	\$2,256.25
17	12" x 10" Tee/Wye	1	EA	\$400.00	\$400.00	\$300.74	\$300.74
18	12" Storm Cleanout	1	EA	\$850.00	\$850.00	\$1,338.10	\$1,338.10
SECTION 4 - WATER SYSTEM							
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
19	8" DI Pipe	807	LF	\$80.00	\$64,560.00	\$117.24	\$94,612.68
20	1" Service Line Type K	187	LF	\$65.00	\$12,155.00	\$53.53	\$10,010.11
21	8"x8" Tee	1	EA	\$600.00	\$600.00	\$526.39	\$526.39
22	8" Gate Valve	4	EA	\$1,950.00	\$7,800.00	\$1,061.67	\$4,246.68
23	8" Bend	4	EA	\$450.00	\$1,800.00	\$283.09	\$1,132.36
24	6" Cap	1	EA	\$350.00	\$350.00	\$115.84	\$115.84
25	Fire Hydrant Assembly	1	EA	\$4,950.00	\$4,950.00	\$4,885.50	\$4,885.50
26	Blowoff Assembly	1	EA	\$2,850.00	\$2,850.00	\$3,127.60	\$3,127.60
27	1" Water Service Connection	8	EA	\$250.00	\$2,000.00	\$942.71	\$7,541.68
28	1" Water Meter Assembly and Box	10	EA	\$550.00	\$5,500.00	\$828.00	\$8,280.00
SECTION 6 - PERMANENT TRAFFIC CONTROL							
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
29	8" White Stripe	533	LF	\$7.00	\$3,731.00	\$7.51	\$4,002.83
Total					\$233,065		\$310,365

1.2 NW Canyon Improvements

Base Bid
(Addendum 3)

SECTION 1 - SITE WORK				C&M			Kodiak	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	
1	Mobilization	1	LS	\$7,000.00	\$7,000.00	\$4,100.00	\$4,100.00	
2	Surface Prep/Clearing/Grub/Demo	1	LS	\$7,500.00	\$7,500.00	\$3,100.00	\$3,100.00	
3	Temporary Work Zone Traffic Control, Complete	1	LS	\$2,250.00	\$2,250.00	\$2,000.00	\$2,000.00	
4	Erosion Control, Complete	1	LS	\$1,250.00	\$1,250.00	\$250.00	\$250.00	
SECTION 2 - STREET IMPROVEMENTS								
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	
5	Excavation	1	LS	\$3,500.00	\$3,500.00	\$9,300.00	\$9,300.00	
6	Asphalt Leveling Course	25	Ton	\$130.00	\$3,250.00	\$175.00	\$4,375.00	
7	Level 2, 1/2" Dense ACP Mixture	303	Ton	\$98.00	\$29,694.00	\$75.00	\$22,725.00	
8	Minor Adjustment of Manholes	1	EA	\$500.00	\$500.00	\$410.00	\$410.00	
Total					\$54,944.00		\$46,260.00	

1.3 SW 1ST Street Improvements

Base Bid

SECTION 1 - SITE WORK				C&M		Kodiak	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	L.S.	\$7,000.00	\$7,000.00	\$4,100.00	\$4,100.00
2	Surface Prep/Clearing/Grub/Demo	1	L.S.	\$8,000.00	\$8,000.00	\$2,700.00	\$2,700.00
3	Temporary Work Zone Traffic Control, Complete	1	L.S.	\$2,250.00	\$2,250.00	\$2,000.00	\$2,000.00
4	Erosion Control, Complete	1	L.S.	\$1,250.00	\$1,250.00	\$250.00	\$250.00
SECTION 2 - STREET IMPROVEMENTS							
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
6	Level 2, 1/2" Dense ACP Mixture	351	Ton	\$102.00	\$35,802.00	\$75.00	\$26,325.00
12	Minor Adjustment of Manholes	1	EA	\$500.00	\$500.00	\$275.00	\$275.00
				Total	\$54,802.00		\$35,650.00

2.1 Locust Improvements

Alternative Bid

SECTION 1 - SITE WORK				C&M		Kodiak	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	\$6,500.00	\$6,500.00	\$4,100.00	\$4,100.00
2	Surface Prep/Clearing/Grub/Demo	1	LS	\$8,000.00	\$8,000.00	\$2,700.00	\$2,700.00
3	Temporary Work Zone Traffic Control, Complete	1	LS	\$1,750.00	\$1,750.00	\$2,000.00	\$2,000.00
4	Erosion Control, Complete	1	LS	\$750.00	\$750.00	\$250.00	\$250.00
SECTION 2 - STREET IMPROVEMENTS							
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
6	Level 2, 1/2" Dense ACP Mixture	431	Ton	\$100.00	\$43,100.00	\$75.00	\$32,325.00
12	Minor Adjustment of Manholes	2	EA	\$500.00	\$1,000.00	\$275.00	\$550.00
Total							\$61,100.00
							\$41,925.00

2.2 Beach Improvements

Alternative Bid

SECTION 1 - SITE WORK				C&M		Kodiak	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	\$4,500.00	\$4,500.00	\$4,100.00	\$4,100.00
2	Surface Prep/Clearing/Grub/Demo	1	LS	\$3,000.00	\$3,000.00	\$2,700.00	\$2,700.00
3	Temporary Work Zone Traffic Control, Complete	1	LS	\$1,750.00	\$1,750.00	\$2,000.00	\$2,000.00
4	Erosion Control, Complete	1	LS	\$500.00	\$500.00	\$250.00	\$250.00
SECTION 2 - STREET IMPROVEMENTS							
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount
6	Level 2, 1/2" Dense ACP Mixture	120	Ton	\$109.00	\$13,080.00	\$85.00	\$10,200.00
12	Minor Adjustment of Manholes	2	EA	\$500.00	\$1,000.00	\$275.00	\$550.00
Total					\$23,830.00		\$19,800.00

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: July 28, 2016
Re: Fence Encroachment Request

Earlier this month, a fence installed by the homeowner, Ryan Thomas, at 720 SW Graystone Place was inadvertently placed on City-owned property. The property represents Tract A of the Graystone Ridge subdivision that was deeded to the City of Dundee for use as a pedestrian connection between Fifth Street and the cul-de-sac bulb. The attached map shows the public sidewalk and retaining wall were constructed in Tract A as part of the subdivision improvements. The existing sidewalk is 6 feet in width and the width of Tract A is 12 feet. The new fence is about 46 feet in length and 6 feet in height. There is a gate located about mid-point in the fence that would open into the sidewalk area.

Mr. Thomas discussed his intent to build the fence with Administrative Assistant Osborne, and inquired on setback requirements. While the fence regulations allow placement of a fence without a setback, it appears there was a misunderstanding of how setbacks are measured. Setbacks are measured from the property line and not from a physical improvement, such as a sidewalk. Administrative Assistant Osborne stated she also advised Mr. Thomas of the need to obtain a fence permit from the City. Mr. Thomas followed up with Public Works Supervisor Mustain on the proposed fence. Supervisor Mustain recalled the discussion was primarily regarding utility locates, although he noted that Mr. Thomas brought up the alignment of the fence and commented on the existing fence to the north of this property being about three feet off the sidewalk and the retaining wall on the other side of the sidewalk.

After receiving my letter regarding the fence, Mr. Thomas stopped in at City Hall to take out a fence permit. Mr. Thomas described his intent to properly build a fence. Much of the landscaping that was installed by the prior owner in the fence area had matured with branches growing into the path of the sidewalk. Mr. Thomas removed those sidewalk obstructions. In lieu of relocating the fence, I informed Mr. Thomas that he may request from the Council a license to allow placement of the fence in Tract A. Other than the gate, the fence does not impede use of the sidewalk. If permitted, the gate should be removed or replaced with one that opens into the yard. Terms of the license could include a termination by the City without cause provision, a requirement to maintain the fence in good order, and compensation. Compensation could be monetary or services, such as keeping the sidewalk clean and free of debris, and keeping the pathway weed free. Mr. Thomas intends on discussing the future of the fence with Council at the August 2 meeting.

PCC WALK PER DWG 212

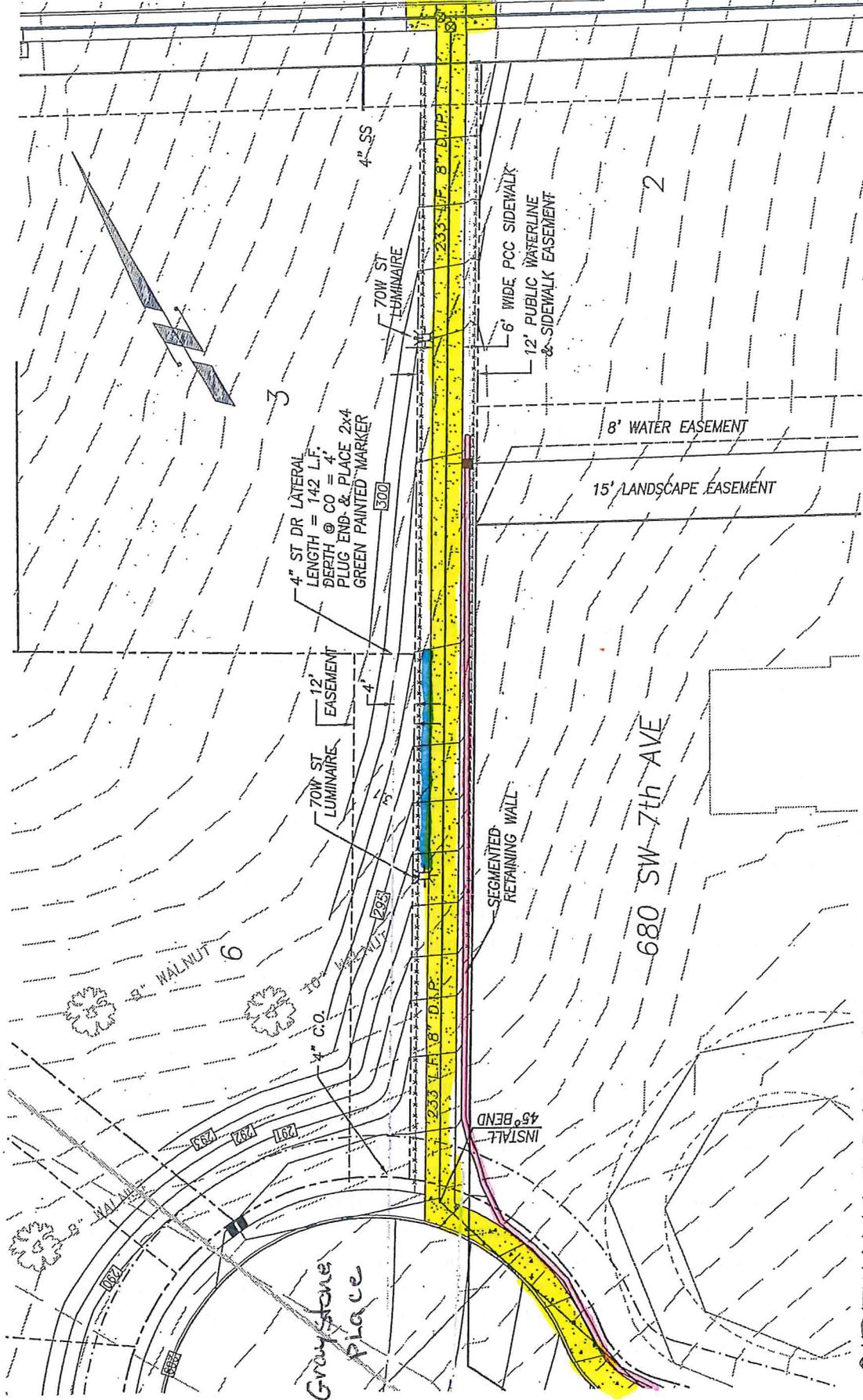
SIDEWALK TO 5th

SECTION

NO SCALE

SANITARY SEWER, STORM LATERAL & WATER

SHOWN FOR REFERENCE ONLY - SEE OFFS!



SIDEWALK TO 5th ST & WATER LOOP PLAN

- = Sidewalk
- = Retaining Wall
- = New Fence

July 24th, 2016

Dear City Council of Dundee:

This letter is written in regards to a letter we received from the City of Dundee on July 12th, 2016. In that letter it was brought to our attention that we had installed our fence to close to a pedestrian way, located between Southwest Graystone Place and Southwest 5th street.

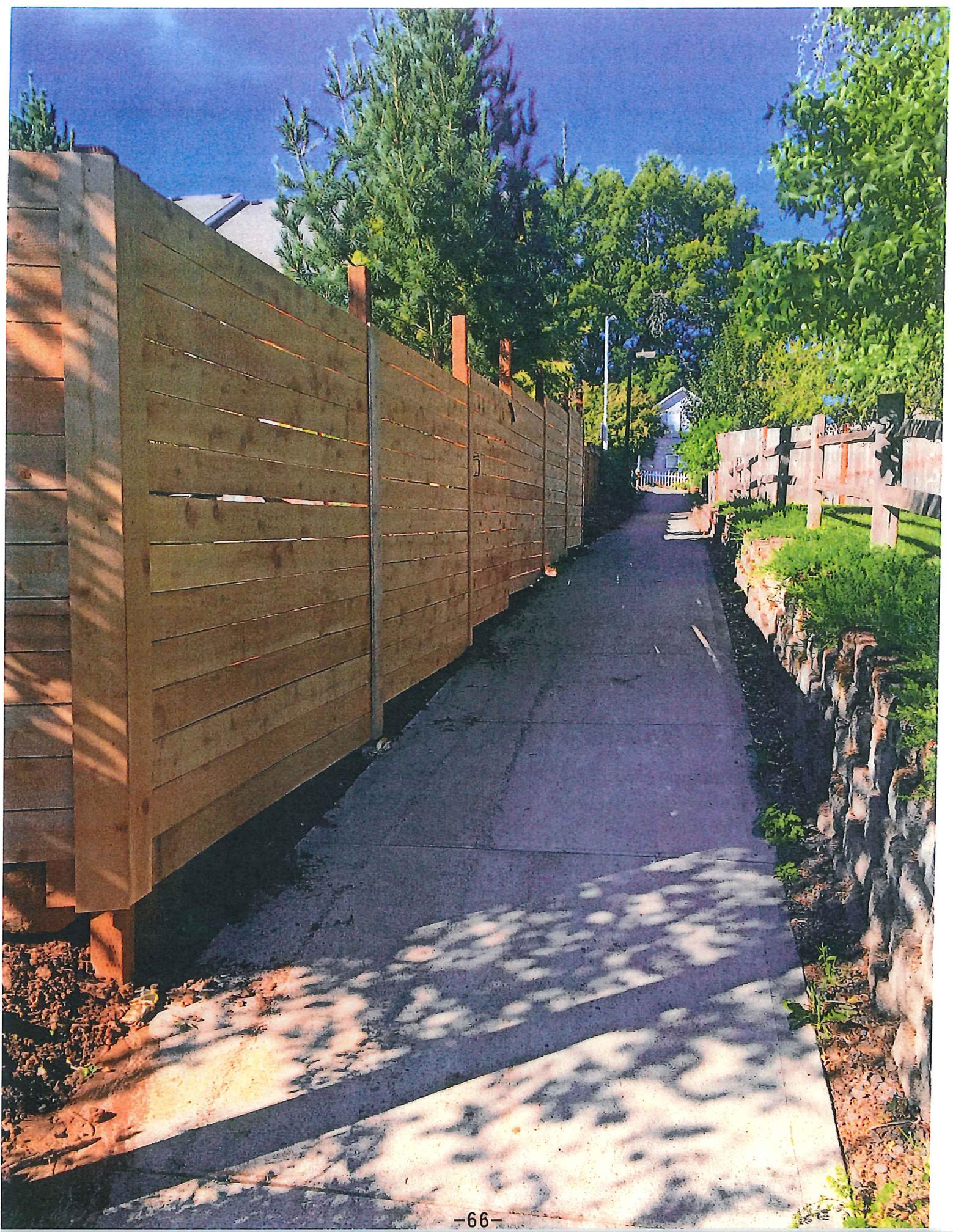
Prior to building our fence, we spoke with two different people from the City of Dundee about its proper distance requirement from the pedestrian pathway. On both occasions, June 28th, 2016 we spoke with Alan from Public Works, and two weeks prior with the receptionist from the City office, we were told that there were no requirements as to how far setback the fence had to be. We did find this to be unusual as regionally there is some sort of setback required, however being new to the city, we felt our inquiries with the city were adequate. After doing what with thought to be our due diligence, we then referenced the retaining wall built on the property opposite of ours from the pedestrian pathway. We used this setback distance to base the construction of our fence, believing that if it was out of compliance it would not have been allowed to remain in its current location.

In hindsight, we wish we would have made one more call, but we believed that the knowledge we were given provided us the information we needed to proceed. Had we been told by Alan, or the receptionist, that a setback was required we would have done whatever was necessary of us because we would not have wanted to create the situation that we now find ourselves in with the City of Dundee.

We love Dundee. We choose to move here because of the great community that has a warm family feel to it. We look forward to an amicable resolution that recognizes our good faith efforts and the cities easement.

With Kind Regards,

Ryan and Ashley Thomas
720 SW Graystone Place
Dundee, Oregon 97115





July 12, 2016

~~Thomas Ashley~~
720 SW Graystone PL
Dundee, OR 97115

Ryan + Ashley Thomas

RE: Fence Permit/Drainage Nuisance

Dear Mr. Ashley:

Your recently installed fence next to the pedestrian way located between SW Graystone Place and SW Fifth Street was placed on City owned property and needs to be removed. Also, a permit is required for installation of a residential fence, please see the enclosed application. Please note if you wish to install a fence located in an interior yard higher than six feet, then the fence must meet setback requirements from the property line equivalent to one third of the height of the fence. Additionally, a Structural Permit is required for fences that exceed six feet in height. Please contact Plans Examiner Cody Gardner at (503) 537-1286 for the requirements of the Structural Permit application.

There is also a new unpermitted drainage pipe that appears to direct water from the backyard of your residence at 720 SW Graystone Place to the pedestrian way. The City has not granted permission for that drainage revision, which will create a nuisance during storm events. Please remove this pipe and restore the original drainage pattern upon receipt of this letter. Please contact City Engineer Greg Reid at (503) 538-6700 if you have questions regarding storm water requirements.

Please remove the unpermitted fence or submit a completed permit application to Dundee City Hall by July 22, 2016. I may be reached at (503) 538-3922 if you have any questions regarding this letter.

Sincerely,


Rob Daykin
City Administrator

Encs.



CITY of
DUNDEE
Oregon

PO Box 220
620 SW 5th Street
Dundee, Oregon 97115
503-538-3922

Permit Fee \$20.00

Receipt Number _____

Date Received _____

Residential Fence Permit Application

Location of Fence:

Address: _____

Applicant Information:

Applicant's Name: _____ Phone No. _____

Mailing Address: _____

Do you own the property where the fence is being installed? Yes No – If not, please attach written permission from the property owner allowing the fence installation.

Is the fence going to be used to enclose a swimming pool? Yes No

Is the property a corner lot? Yes No

Please describe the Fence.

New Remodel / Replacement Height _____ Length _____

Materials (wood, chain link, etc.) _____

Using the attached graph paper, please draw a site plan of the property indicating proposed fence location, any existing fences on the property, setbacks, curbs, sidewalks, easements, etc.

The site plan must also show the vision clearance area as described in Section 2.209.08

By signing below, applicant acknowledges that they have read, and agrees to perform the described work in accordance with, DMC 17.301.040 and DMC 17.202.050 attached to this application.

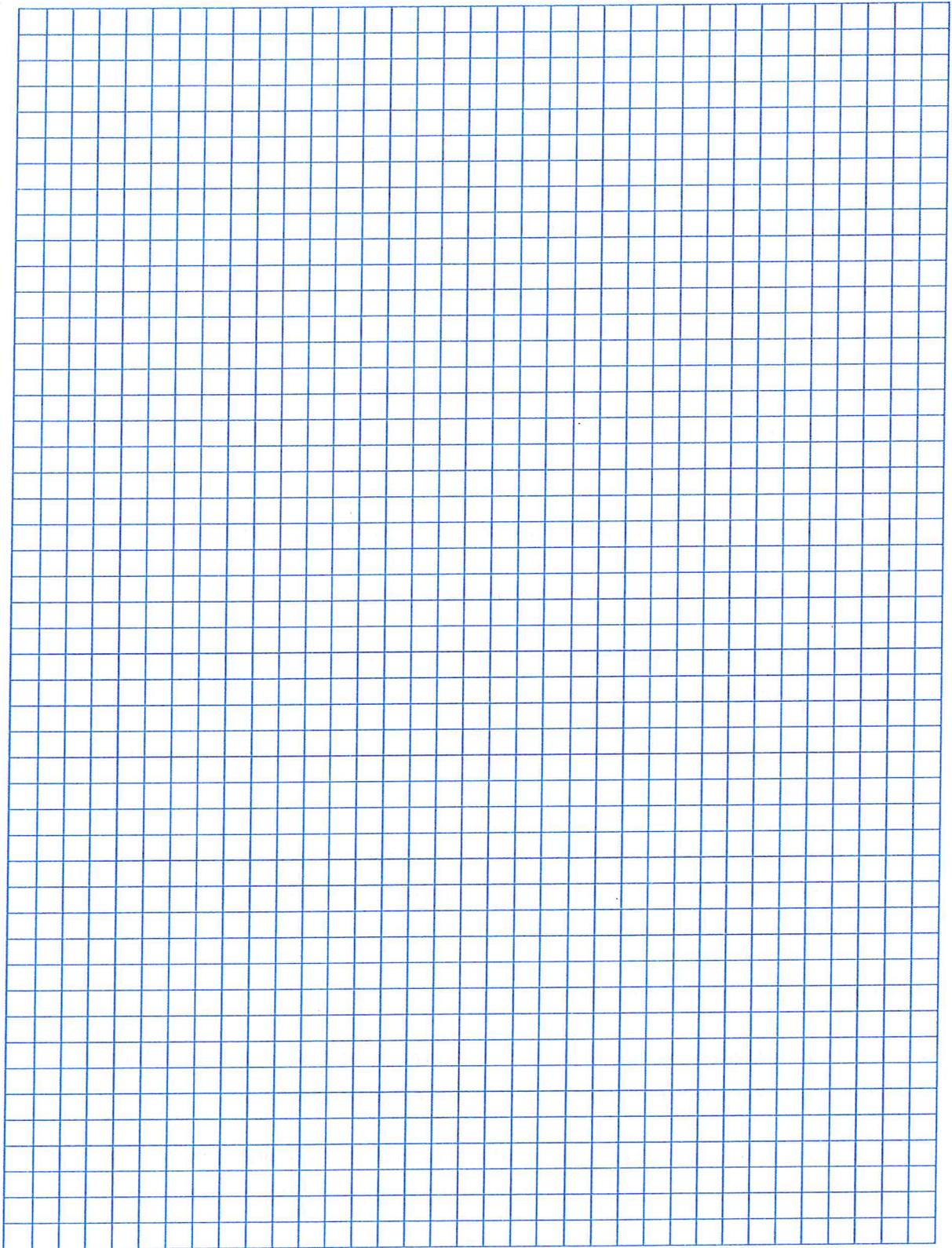
Signed _____ Dated _____

FOR OFFICE USE ONLY:

Public Works Approval _____

Planning Department Approval _____

Permit Issued by _____ Date _____



17.202.050 Fence standards.

A. General Standards.

1. Fences and walls shall not be constructed of nor contain any material that could cause bodily harm, such as barbed wire, broken glass, spikes, electric or any other hazardous or dangerous materials; this includes link fencing with barbed ends at the top or sides; except that fences topped with barbed wire are allowed in industrial, agricultural, and public zones.
2. Electric fences and barbed wire fences in agricultural zones intended to contain or restrict cattle, sheep, horses or other livestock, and lawfully existing prior to annexation to the city, may remain.
3. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair including noticeable leaning, missing sections, broken supports, nonuniform height, and uncontrolled growth of vegetation.
4. Fences shall comply with requirements of the clear vision area for streets and driveways.
5. In no instance shall a fence extend beyond the property line.
6. In the C and CBD zones, chain link fencing may not be used between a public street and a maximum setback line, with the following exceptions:
 - a. In the C zone, black fused and bonded vinyl coated chain link fencing may be used, subject to subsection (B) of this section.
 - b. In the CBD zone, black fused and bonded vinyl coated chain link fencing may be used if screened from view from the street by a sight-obscuring hedge of equal height, subject to subsection (B) of this section.

B. Fence Heights in Residential and Commercial Zones.

1. Fences in residential zones shall not exceed four feet in height in the required primary front yard setback, and six feet in height within secondary front, side or rear yard setback.
2. Fences and walls in the C and CBD zones shall not exceed four feet in height between a public street and the maximum front yard setback line (per DMC [17.202.030\(B\)](#)) and six feet in height within a side or rear yard setback.
3. Fences in interior yards more than six feet in height shall meet the setback requirements in Table 17.202.030 for an accessory structure.

4. The fence height limits above include the height of soil berms under the fence or acting as a fence.
5. Vertical structural members such as posts or columns that are not wider than two feet and that are spaced not closer than eight feet (other than when located on either side of a gate or portal) and ornamental features on top of the posts or columns shall not be used in determining height.
6. If a variance has been granted to the fence height restriction, a building permit may be required prior to construction. [Ord. 534-2014 § 1 (Exh. A); Ord. 521-2013 § 3 (Exh. A)].

17.301.040 Vision clearance.

A. Intent and Purpose. This section implements the transportation policies of the city of Dundee. It is intended to provide for transportation safety at street intersections, including driveway approaches.

B. Applicability. This section applies to all uses of real property at all times.

C. Clear Vision Area. Except as provided by subsection (D) of this section, every clear vision area shall be maintained at each access to a public street and on each corner of property at the intersection of two streets or a street and a railroad, pursuant to subsections (C)(1) through (4) of this section:

1. No fence, wall, hedge, sign, or other planting or structure that would impede visibility between the heights of two feet and eight feet shall be established in the clear vision area.

Measurements shall be made from the top of the curb or, where no curb exists, from grade.

2. Except as provided for single use residential driveways under subsection (C)(3) of this section, a clear vision area shall consist of a triangular area, two sides of which are right-of-way lines or a right-of-way line and access easement line. Where the lot lines have rounded corners, the right-of-way lines are extended in a straight line to a point of intersection and so measured. The third side of the triangle shall be a line connecting the non-intersecting ends of the other two lines.

3. For single use residential driveways, the clear vision area shall consist of a triangular area, two sides of which are the curb line and the edge of the driveway. Where no curbs exist, the future location of the curb, based on future full street improvements, shall be used.

4. The following standards establish the required clear vision areas:

Type of Intersection	Measurement Along Each Lot Line or Drive Edge*
Controlled Intersection (stop sign or signal)	20 feet
Uncontrolled Intersection (60' right-of-way or more)	30 feet
Uncontrolled Intersection (less than 60' right-of-way)	40 feet
Commercial and Industrial District Driveways	20 feet
Residential District Driveways	10 feet
Alley (less than 25 feet wide)	20 feet

*Where there is an intersection of two or more streets of different right-of-way width, distance shall be measured along each respective lot line and shall conform to the minimum distances specified for each type street.

D. Exceptions. The following are allowed to be placed within a clear vision area notwithstanding the standards of subsection (C) of this section, provided they do not conflict with traffic safety or operations:

1. A public utility pole.
2. Telephone switch boxes, provided they are less than 10 inches wide at the widest dimension.
3. A tree trimmed (to the trunk) to a line at least eight feet above the grade of the intersection.
4. Plant species of open growth habit that are not planted in the form of a hedge and which are so planted and trimmed as to leave at all seasons a clear and unobstructed cross-view.
5. A supporting member or appurtenance to a permanent building lawfully existing.
6. An official traffic control device, including a warning sign or signal.
7. A place where the natural contour of the ground is such that there can be no cross-visibility at the intersection.
8. The post section of a pole sign when there are no more than two posts and any post is less than eight inches in diameter. [Ord. 521-2013 § 3 (Exh. A)].



To: Dundee City Council

From: Greg Reid, City Engineer

Date: 7/28/2016

**Re: Dundee Transportation Enhancements (TE) - Property Valuations and Appraisals
for Right of Way acquisitions and Storm Easement**

As a part of the TE project, the City will need to acquire right of way to accommodate the reconfiguration of the ADA sidewalk ramps to comply with the federal design guidelines as well as acquire an easement from 12th and Maple for a new storm pipe. The attached plans show the areas where right of way are needed and the attached storm plan shows the easement area needed from 12th and Maple.

In order for Staff to determine an appropriate value for these areas and easement, Universal Field Services was contacted to provide support. According to discussions with the City Attorney, if the value of the land or easement is less than \$20,000, the valuation can be performed more informally through an administrative valuation which would apply to the smaller right of way acquisitions for the ADA sidewalk ramp improvements. However, Staff suspects that the value of the storm easement may exceed the \$20,000 value and may not be acceptable to 12th and Maple which would then require the City to acquire the land through condemnation. Therefore, Staff is recommending that full appraisals be performed to support the acquisition of the easement and prepare for possible condemnation if necessary.

Attached is a proposal from Universal for support of the administrative valuation and appraisals (two 12th and Maple parcels). It is Staff's recommendation to accept this proposal so that the valuations can be performed and properties acquired to accommodate the anticipated construction this fall.



PO Box 2354
Salem, OR 97308-2354
Office: 503/399/8002
Facsimile: 503/399/8003

July 27, 2016

Rob Daykin, City Administrator
City of Dundee
P O Box 220
620 SW 5th Street
Dundee, OR 97115

Subject: Scope and Budget for Right of Way

Dear Mr. Daykin:

Universal Field Services proposes the following costs for assistance with your right of way program:

Technical Expertise for formats and processes for valuations and acquisitions:
20 hours at \$93 per hour for \$1,860

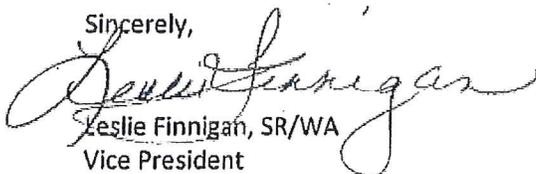
Two appraisals by Fee Appraiser for Storm Sewer Easements
\$3,000 each for \$6,000 total

Total Proposed not-to-exceed budget: \$7,800

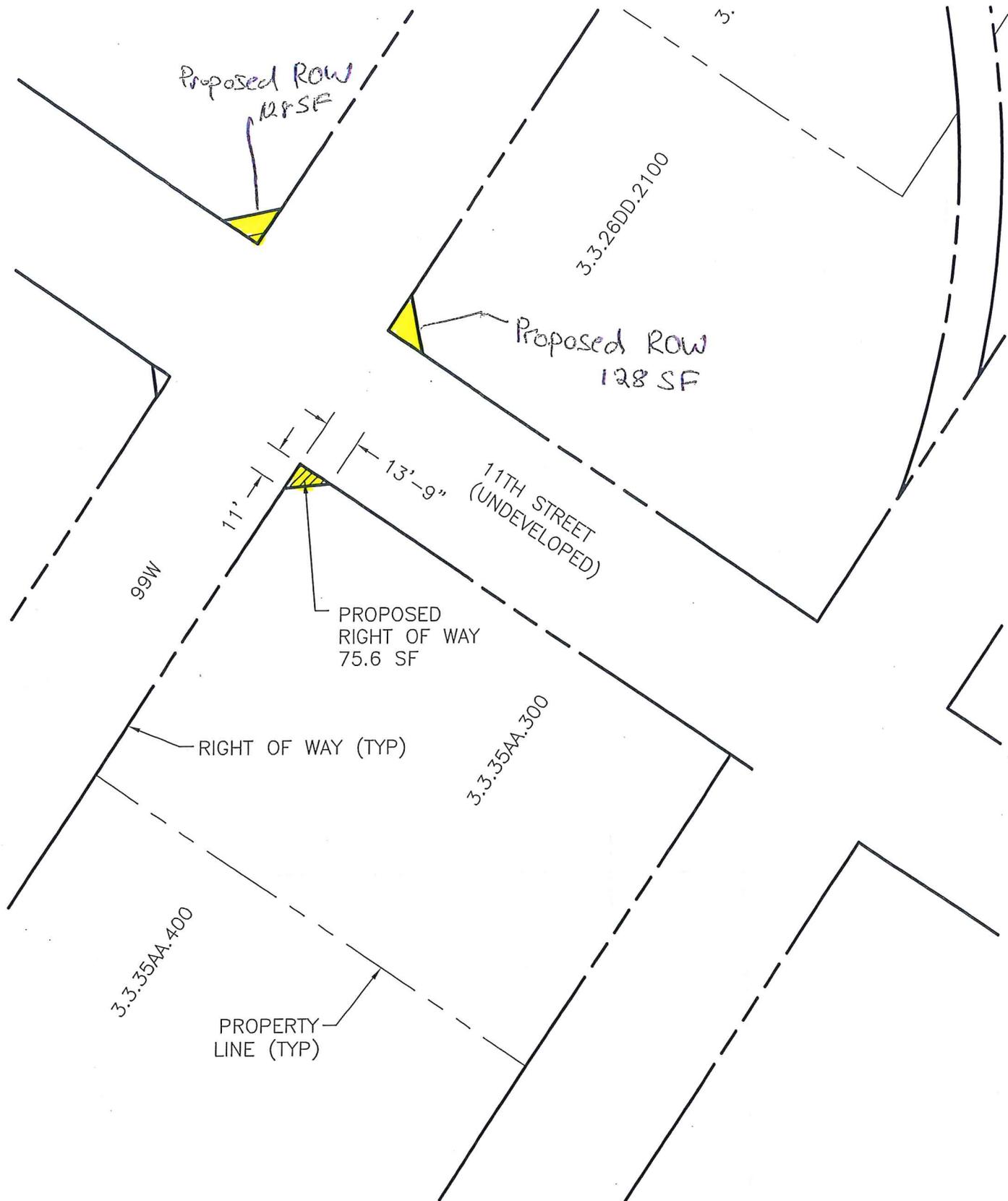
This is an actual time and materials budget.

If you have any questions or need to expand this scope and fee, please contact either Regina Thompson or myself. We look forward to working with you.

Sincerely,



Leslie Finnigan, SR/WA
Vice President



APPROVED BY:

CITY ENGINEER

DD/MM/YY

APPROVAL DATE

TAX LOT 3335AA00300
RIGHT OF WAY

SCALE

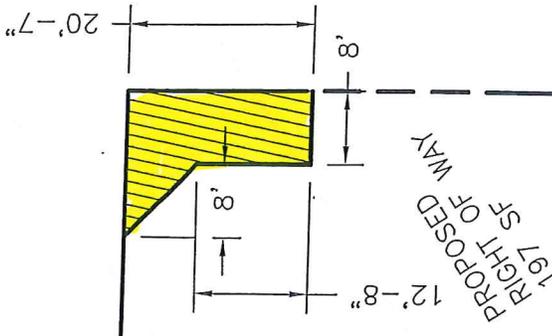
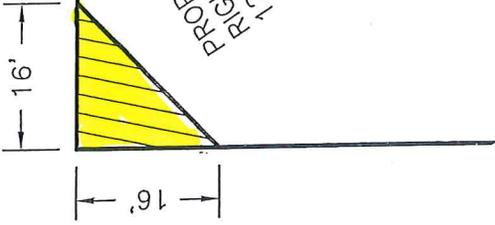
1" = 50'

DWG NO:

EXHIBIT A

9TH STREET

9TH STREET
(UNDEVELOPED)



99W

3.3.25CC.4300

3.3.25CC.4301

PROPERTY
LINE (TRP)

DMG No. 1" = 20'

EXHIBIT A

SCALE

AX LOT 3326DD01500
RIGHT OF WAY

PROPERTY
LINE (TRP)

-96-

3.26DD.1500

3.26DD.1600



CITY OF DUNDEE
 220 N. 36th Street
 P.O. Box 220
 Dundee, OR 97115
 PH: (503) 436-3422
 FAX: (503) 436-3428

CONSULTANT:

PROJECT NUMBER: 14001
 OR99W-Dundee
 Highway 99W
 PHASE A IMPROVEMENTS
 DUNDEE, OR 97115

REVISIONS:

DRAWN BY: GSR
 ISSUE DATE: APRIL 2016
 FILE NAME: Dundee Storm.dwg

CONTRACT PLANS

SHEET:
 SEWER

315

SANITARY NOTES
 (SHEET SPECIFIC)

1. SEE SANITARY NOTE 2 SHEET 312

GENERAL NOTES

1. PIPE TRENCHING AND BEDDING PER CITY STANDARDS. SEE DETAIL FOR PAVEMENT REPAIR. CONTRACTOR TO PROTECT ALL EXISTING FEATURES TO REMAIN.

STORM NOTES
 (SHEET SPECIFIC)

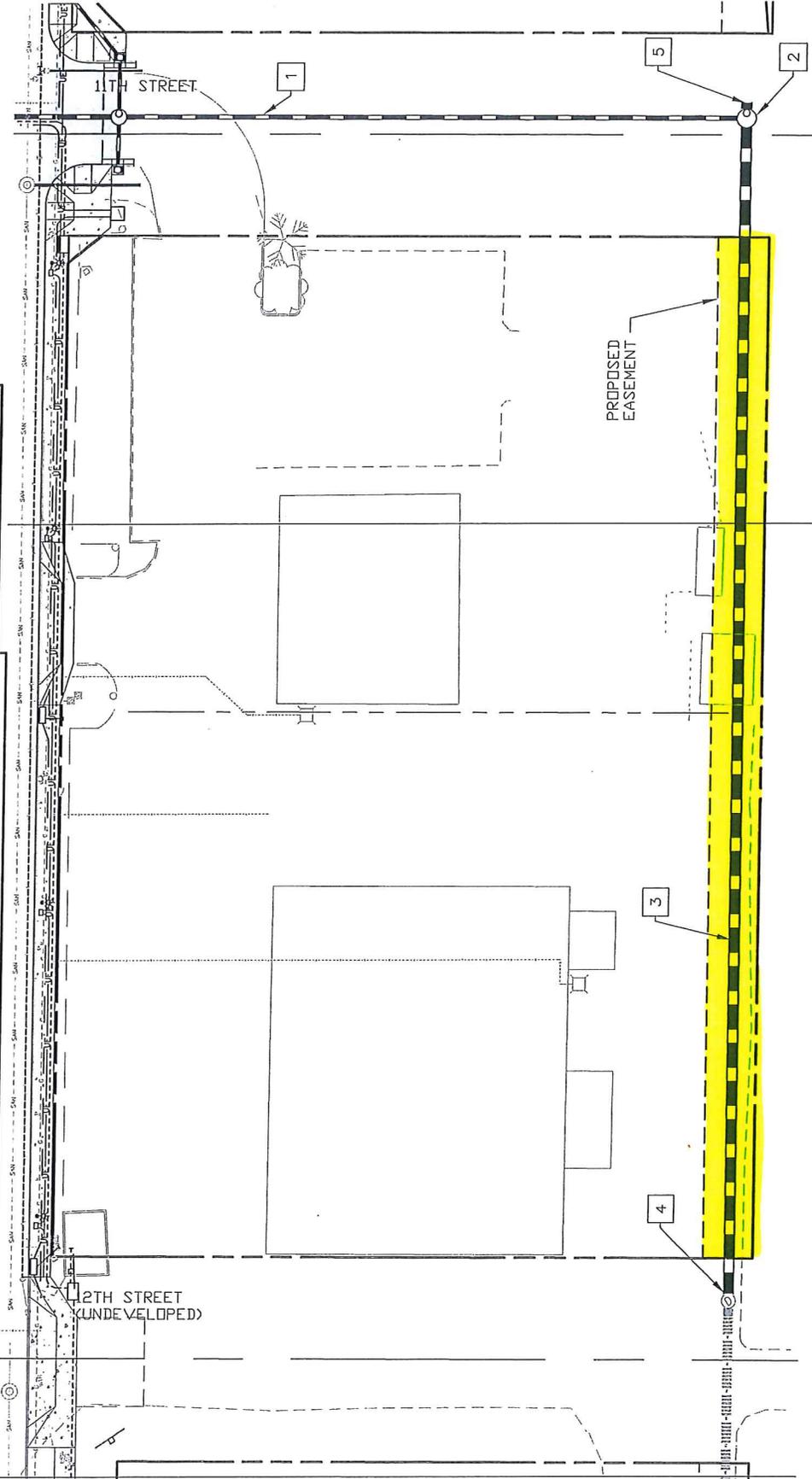
1. SEE STORM NOTE 11 SHEET 312

2. INSTALL 60" MANHOLE #___ RIM FIELD VERIFY
 IE IN (EX 12" NW) 182.35±
 IE IN (36" NW) 180.55
 IE OUT (EX 36" SW) 180.35±
 (SEE STD DWG RD336, RD343, RD345 & RD356)

3. INSTALL 348 LF OF 36" STORM PIPE

4. CONNECT TO EXISTING 60" MANHOLE #___ RIM FIELD VERIFY
 IE IN (EX 12" NW) 182.35±
 IE IN (36" NW) 180.55
 IE OUT (EX 36" SW) 180.35±
 (SEE STD DWG RD336, RD343, RD345 & RD356)

5. INSTALL 5 LF OF 36" STORM PIPE WITH CAP
 SLOPE = 0.7%



REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: July 28, 2016
Re: Resolution No. 2016-21, Volunteers Worker's Comp

CIS requested that we update the resolution declaring the City's intent to provide worker's compensation insurance to volunteers of the City of Dundee and file the new resolution to them by August 31. The prior resolution referred to an annual enrollment form that is no longer part of the process. Also, CIS requested the resolution to specify the volunteer boards and committees to be covered and the specific categories of non-public safety volunteers. Although the likelihood of a member of a board or committee is injured in the performance of his/her administrative duties is minimal, the annual cost per board or committee is a little over \$8, reflecting that exposure. The non-public volunteers are handled on a case by case basis, with the premium based on the wages assumed at the Oregon minimum wage. For these volunteers, the City must keep records of volunteers dates/times worked, and the class of work.

The only volunteer class that has mandatory coverage is public safety volunteers – in our case, the volunteer firefighters. The minimum assumed monthly wage under state law is \$800; however, the City opted to use \$2,000. The adopted budget for FY 2016-17 used an estimate of \$7,355 for the premium for volunteer firefighters.

Recommendation: Motion to adopt Resolution No. 2016-21, a resolution extending the City of Dundee worker's compensation coverage to volunteers of the City of Dundee and repealing Resolution No. 2007-11.

RESOLUTION NO. 2016-21

A RESOLUTION EXTENDING THE CITY OF DUNDEE WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF DUNDEE AND REPEALING RESOLUTION NO. 2007-11.

WHEREAS, the City of Dundee elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule and verified at audit:

1. An assumed monthly wage of \$2,000 will be used for volunteer firefighters.
2. An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission or council for the performance of administrative duties. The covered bodies are:
 - a. City Council
 - b. Planning Commission
 - c. Budget Committee
 - d. Parks Advisory Committee
 - e. Tourism Committee
3. Non-public safety volunteers for the listed below will keep track of their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.
 - a. Parks Maintenance
 - b. Public Works
 - c. Clerical
4. Pursuant to ORA 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the sentencing court. Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

NOW THEREFORE, THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. Workers' compensation coverage will be provided as indicated above. Volunteer exposures not addressed in this resolution will have workers' compensation coverage if prior to the onset of the work, the City of Dundee: a) Provides at least two weeks' advanced written notice to CIS underwriting requesting the coverage, b) CIS approves the coverage and date of coverage, and c) CIS provides written confirmation of coverage.

Section 2. The City of Dundee agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

Section 3. Resolution No. 2007-11 is hereby repealed.

Section 4. This resolution shall become effective immediately upon its adoption.

Passed by the City Council this _____ day of _____, 2016.

Approved:

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder