

CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room

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The Mission of City Government is to provide essential, quality public services in support of the livability, safety and viability of the Dundee community.

NOVEMBER 1, 2016 7 - 9 PM.

Times printed are estimates. Actual time may vary.

1. Open Regular City Council Meeting
2. Pledge of Allegiance
3. Amendments to the Agenda, if any
4. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.
5. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
 - 5.1 City Council Minutes, October 18, 2016 Pages 1-9
 - 5.2 Financial Report Ending September 30, 2016 Pages 10-31

Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 Resolution No. 2016-23, Repealing Fence Permit Requirement Pages 32-38
Action Required
 - 6.2 OTIF Street Improvements Loan Pages 39-40
Action Required
7. New Business:
 - 7.1 Verizon Tower Lease Proposal Pages 41-57
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)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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 Locust Street Waterline Replacement

2. Planning/Land Use
 - 2.1 Dundee Riverside Master Plan – Future Actions
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Helipad 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. 552-2016
 - 5.2 Resolution No. 2016-24

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
October 18, 2016

Call to Order

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

Council and Staff Attendance

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

Public Attendance

Joe Hannan, Newberg City Manager; Brian Casey, Newberg-Dundee Police Chief; Craig Kosmicki, Newberg resident; Stan Kosmicki, Lafayette resident; Michael Gunn, Dundee resident; Ronald Claassen, 361 SW 11th Street, Dundee; and Larry Rice, 23550 Vangie Lane, Dundee.

Agenda Changes

None.

Public Comment

Ronald Claassen, 361 SW 11th Street, approached the Council with complaints pertaining to the amount of "junk" he observes on residential properties in the City of Dundee. In particular, he is concerned regarding his neighbors home at 359 SW 11th Street, and advised that the present condition of the property is decreasing the value of his own home. Mr. Claassen further advised that he has submitted written complaints at City Hall, and that this problem has been going on for a couple of years. He shared with Council that a real estate agent informed him that his house wouldn't sell given the current condition of his neighbors' property. Mayor Russ reviewed the fact that the condition of his neighbor's property could indeed adversely affect the value of his property. C. Pugsley inquired about the nature of debris present. Mr. Claassen reviewed the concerning items observed including old cars, car parts, and items leaning up against the side of his house and placed elsewhere on the property. He advised that he has attempted to talk with his neighbor regarding his concerns to no avail. Mr. Claassen indicated that his past complaints have only resulted in a temporary improvement. C.A. Daykin reviewed the process of how these types of complaints are handled and managed once received by the City, and conversation further ensued regarding this. C. Weaver inquired about whether this neighbor is operating a business at his residence. Mr. Claassen advised that he operates a business called Newberg Auto Electric, but feels that he collects junk on the side. C.A. Daykin advised Mr. Claassen that his attendance and voicing his complaints at the meeting tonight will serve as written documentation of his complaint pertaining to this matter. Mayor Russ requested that once the resident at 359 SW 11th Street does bring his property to an acceptable condition, a follow up review of the matter should be completed 30 days later by the City.

Presentation: Joe Hannan, Newberg City Manager – Emergency Dispatch Services

Joe Hannan, Newberg City Manager, provided those in attendance with a written packet of information regarding the City of Newberg's Radio and Dispatch System for Police and Fire. Also present during the presentation alongside Mr. Hannan was Newberg-Dundee Police Chief,

Brian Casey. C.A. Daykin informed that previously he had received information pertaining to the discussions Mr. Hannan had been having with the Newberg City Council regarding dispatch operations and investments into their facilities. He advised that later on he and Mr. Hannan met with Chief Stock regarding the future of dispatch services, and tonight's presentation will provide the Council with an update of this information. Mr. Hannan reviewed Newberg's present two-year contact with Tualatin Valley Fire & Rescue (TVF&R) and discussed some aspects of the decision making process that Newberg will review moving forward. Mr. Hannan advised that the City of Newberg would like to assist Dundee Fire with some of the grant programs available and looking at the next generation of radios. Mr. Hannan reviewed that Newberg orients their radio systems towards Washington County's Consolidated Dispatch Center, which uses an 800 Megahertz radio frequency. The importance of updating to the 800 Megahertz radio frequency county-wide was discussed, as well as the potential communication breakdown effects during wide scale emergencies if this upgrade isn't completed. Mr. Hannan discussed the two different components of upgrading needed, which includes the police radios as well as the dispatch center itself. Mr. Hannan reviewed the fact that Newberg values utilizing its own dispatch center. He also informed that Washington County Consolidated Communications Agency (WCCCA) is moving from an analog system to a new digital system. He explained that while this change will bring about many beneficial enhancements to law enforcement and the community, it will require an upgrade for Newberg at an approximate cost of 4 million dollars. He further informed that WCCCA has advised them that in order to complete this upgrade, two additional towers (along with generators) could potentially be required at a cost of approximately 1 to 1.5 million dollars. Mr. Hannan advised that after taking a closer look and with some considerations with their present relationship with TVF&R, the more accurate cost estimate may be approximately 2 to 2.25 million dollars. Further details regarding financial options Newberg may be considering to pay for this upgrade were discussed. Mr. Hannan also expressed concerns regarding difficulties in sorting out and securing the funding at this time. Discussion ensued regarding the potential need for the addition of 1 or 2 towers in our area, depending on how far the signal can travel, and the potential for the partnering of adjacent communities with regarding to the funding for this. Mr. Hannan advised that the City of Newberg is striving to ascertain the needs of this project by December so that the City Council can make a decision and let WCCCA know if they will be moving forward. The changes would not be made until the end of 2017, although Newberg's inclusion in this upgrade effort for the purposes of volume purchasing of equipment would need to be decided upon in December. Mr. Hannan explained that he has become aware of a provider who may be considering the addition of a tower in Dundee, which could potentially evolve into a partnership situation. He further advised that Newberg has received a bid for a 110-120 foot tall tower from Mobilitie. and discussion ensued regarding the details of this potential arrangement. Mr. Hannan noted that a potential benefit, in addition to the needed communications, will hopefully be the inclusion of free WIFI extended to students in the school district. This, he pointed out, would also be a potential benefit for the students in Dundee as well. Mr. Hannan discussed WCCCA's recommended site locations for the towers as being the Newberg Cemetery as well as a location at Eola Hills, but added that they are hopeful that one tower will be sufficient. Further details regarding the potential contracts as well as the local entities who may potentially come on board with this plan were discussed. Details regarding potential available grant funds, and how this might benefit the Dundee Fire Department were discussed. Additionally, Mr. Hannan advised that, if needed, they would be willing to help with writing the grants given their expertise in that area. Mr. Hannan also informed that this past week he and Mayor Andrews met with both Senator Merkley's staff as well as Representative Bonamici regarding the Newberg and Dundee communities. Specifically requested from Mayor Andrews and Mr. Hannan was the desire for them to seek Homeland Security for some funding with regard to emergency services in our communities having the same kinds of radios. Chief of Police, Brian Casey, reiterated the importance of moving forward with the changes as it is critical to the infrastructure of the dispatch center to make this transition from the analog to the digital. Chief

Casey explained that Motorola is no longer going to be supporting analog systems; it will become nonexistent and there will be no other options.

C. Crawford inquired about what system is presently used in McMinnville. Chief Casey advised that they use a 450 analog system, which C. Weaver pointed out, is years behind what Newberg-Dundee have now. C. Crawford inquired about the potential Eola Hills tower benefitting McMinnville. Chief Casey clarified that the only benefit for them would be the ability to potentially hang radio equipment from that tower, allowing them to have connectivity to the tower but not connecting to our system. C. Crawford inquired as to whether or not it is known if McMinnville is interested in moving to digital. Mr. Hannan informed that there is no official plan in place for McMinnville to switch systems, though he further noted that he is not sure whether having a new Mayor will affect things in this regard. Mr. Hannan also advised that he has inquired with the County regarding moving to the 800 system (including the Sheriff), although he doesn't feel an encouraging amount of support leading that direction. He also indicated that there is one rationale centered on the use of the 450 system in our area; that our topography is unusual enough that the 450 works better than the digital, although he believes the topic is open for debate. Mr. Hannan advised that as a result of that, there has been movement with ODOT, Homeland Security, and with the other providers with the Yamhill County Communications to look at additional tower sites. Chief Casey pointed out the importance of being able to communicate with other agencies in surrounding areas as well as in our immediate area during a high emergency situation. C. Pugsley inquired as to what their back up plan is in the case of the funding not being obtainable for the desired upgraded system. Mr. Hannan pointed out that his focus is on trying to make the desired upgrade possible, and noted that the likelihood of whether or not this will happen will be evident by the end of the year. Mayor Russ inquired about how all of this information relates to the City of Dundee. Mr. Hannan suggested the idea of the City of Dundee moving forward together with the City of Newberg towards having a communications system that is state of the art and that has interoperability with the other counties. Mr. Hannan explained the importance of partnering with Dundee as we are neighboring communities and have partnered in many ways prior, and he wished to provide us with ample communication moving forward. Mayor Russ suggested that the City of Dundee would likely be interested in the possibility of grants with regard to the desired upgrades as they pertain to Dundee. Mayor Russ informed that the City's budget wouldn't allow for an increase in our monetary contribution for emergency services; his desire is that these costs remain the same. Mr. Hannan pointed out that nowhere is it suggested that our costs will increase. Discussion ensued regarding details pertaining to Newberg's present relationship with TVF&R, although the future details of this are not known at this time. Mayor Russ supported the importance of maintaining our department with new technology and radio systems. C. Pugsley expressed his appreciation for our relationship with Newberg, our police service and fire service with the partnership of Newberg.

Consent Agenda

C. Svicarovich pointed out that an error was made on the City Council Minutes from September 20, 2016. She was not in attendance at the meeting.

The motion was made and seconded to approve Consent Agenda items 6.1 City Council Minutes (as amended), September 20, 2016 and 6.2 Financial Report Ending August 31, 2016. **The motion** passed unanimously.

Old Business

Ordinance No. 551-2016, Stormwater Management

City Administrator Daykin reviewed the information presented in his report, and the fact that this is one of many tasks that we indicated to DEQ that we were planning to complete which are included on our TMDL Implementation Report. C.A. Daykin informed that City Engineer, Greg Reid, will be overseeing a lot of the activities with regard to storm water. A brief discussion ensued. **The motion** was made and seconded to adopt Ordinance No. 551-2016, an ordinance relating to stormwater management and amending the Dundee Municipal Code. **The motion** passed unanimously.

New Business

Outside Water Service Request

Larry Rice is requesting connection to city water for a new residence he plans to build at 23554 NE Vangie Lane (Tax Lot 1701). City Administrator Daykin advised that City Engineer Michael Humm was contracted with to review the capacity of the water system to add additional users. C.A. Daykin explained that during the preparation of his report, one customer at the end of this line did express to public works supervisor Mustain that there were fluctuations in his water pressure. C.A. Daykin advised that they met with this person and had additional discussions, even providing a device for him to record the pressure when no fluctuations were detected by the City. The property owner was unable to notice any changes either. C.A. Daykin advised that due to this potential concern, and also at the recommendation of City Engineer Reid, Mr. Humm was asked to review the analysis done in 1989 by JMS Engineering.

C. Crawford inquired as to how the expansion of the new water line would be paid for. C.A. Daykin advised that this information is not known at this time, and that at this time a decision needs to be made regarding whether or not Mr. Rice would be allowed to connect based on sufficient capacity. Mayor Russ inquired about having a true analysis done to determine whether or not this system could handle another user. C.A. Daykin advised that this is difficult due to the nature of the data we have, but that pressure readings could be taken, potentially on a long-term basis and at different points in the system. He also noted that no other complaints have been voiced from other customers, and pointed out that upon their investigation of the property in question, no problems with the pressure were found. Discussion ensued regarding the potential factors that could affect the water pressure for the customers on this line. Also noted was the fact that these customers should not be using the water for exterior use, which C.A. Daykin advised does not appear to be happening. C.A. Daykin informed that although Mr. Humm felt that there would likely be no harm in adding an additional customer, continued monitoring should be done. Further conversation ensued regarding this, as well as continued discussion regarding potential effects of adding an additional customer. Mayor Russ expressed concerns about maintaining the required 20 psi, though the static pressure was noted to be 110 psi at the concerned customer's residence. C.A. Daykin pointed out that obtaining accurate data pertaining to the average peak demand assumptions is based on the number of users and the potential use of the system. Mayor Russ inquired as to whether or not Hiland Water Company is taking on any new users. C.A. Daykin responded that he doesn't know the answer to that, but pointed out that their water line only goes partway down from Ramsay Road towards that direction. C. Adlong inquired about how many additional homes could potentially be added to Vangie Road in the future. C.A. Daykin referred to the provided map plot map of the area, and discussion ensued regarding this as well as additional specifics regarding Mr. Humm's recommendations. C. Svicarovich inquired

about whether or not property owner Larry Rice has secured an easement for getting the water line to his property, and whether or not he is aware of the costs associated with completing the project. C.A. Daykin clarified that the City would only be providing a meter to the public road; it is the responsibility of the home owner to carry the line to the property. C.E. Reid expressed his support of Mr. Humm's report, but added that if the City does wish to add additional users to this line it is important to budget for the upgrades as described. Conversation ensued regarding the option of asking Mr. Humm to do a more detailed analysis of the entire system, which would require approximately two additional days of assessment as well as require additional field work to be completed. C. Pugsley inquired as to whether there have been any discussions pertaining to the long-term for potentially upgrading the entire system. C.A. Daykin explained that when the Water Master Plan was adopted there was some discussion about the possibility of an intertie between Newberg and Dundee, with Dayton Avenue potentially being that pathway. Also noted was the fact that because the area is only being served by a 4 inch line coming off the City system, there is not adequate flow to support a fire hydrant. Conversation ensued further regarding the specifics of how this area could be upgraded to accommodate a fire hydrant, though it's not a requirement as the area falls under Dundee Rural Fire. Mayor Russ expressed his concern regarding whether there is an actual potential hardship for this property owner who is planning to build a new home. C. Crawford pointed out the additional issue of low quality well water in this area. Discussion ensued regarding a potential future upgrade to this line and what that might entail. C.E. Reid pointed out that customers on this line presently pay more than a standard customer as a rural line, although he believes this figure should be further analyzed. He also suggested the possibility that some of the costs for the overall study be factored into that rate, which C. Pugsley also supported. C. Svicarovich suggested that the applicant, Mr. Rice, be held responsible for the entire cost of the additional engineering analysis report. **A motion** was made and seconded to authorize a City water service application by Larry Rice for 23554 NE Vangie Lane, including paying the additional cost of further analysis by our City Engineer. **The motion** passed unanimously.

A motion was made and seconded to institute a moratorium on new connections to the Dayton Avenue Water System, and to complete investigative studies to determine whether upgrades are going to be necessary, what those costs might be, and determine how to spread those costs equitably among new and/or existing customers. **The motion** passes unanimously.

City Attorney Rihala pointed out that presently the Dundee Municipal Code discusses water service outside of City limits. She suggested the addition of a Code amendment if a more long-term formal policy is desired for not allowing service outside city limits. Discussion ensued further regarding the details of this process.

Water Bill Appeal

City Administrator Daykin briefly reviewed his report dated October 11, 2016. Michael Gunn, Craig Kosmicki and Stan Kosmicki (owners) purchased the residence at 237 SW Oliver Court through a foreclosure sale on August 25, 2016. Prior to their purchase of the residence the water had been shut off for over six years and had accumulated \$2,376.34 in charges, mostly standby fees, that the owners were required to pay in order to have water service restored for this property. The owners appealed the application of the standby fee and requested a refund of the \$2,376.34.

Michael Gunn approached the Council, along with Craig and Stan Kosmicki as well. Mr. Gunn described their business of purchasing foreclosed properties, rehabbing and reselling them for profit and to benefit the community. He advised that they have been partners for about three years. During this time they have purchased properties in other surrounding cities and have not incurred a similar situation with regard to being required to pay these types charges to restore

water service. They are requesting a refund of those charges paid for the reasons described in C.A. Daykin's report. Mr. Gunn added that it was his understanding that all of the fees they paid (\$2,376.34) were standby charges, and that there were no monies owed for the water bill after the previous owner vacated the property. He described the details of his concerns further for the Council, as well as reviewed Dundee City Ordinance 13.04.120. C.A. Daykin reviewed the process of how he believes the charges for this property were assessed. C.A. Daykin further explained that in these situations the City does initiate the process of charging a standby fee (in lieu of charging the full base rate) under these circumstances, especially when no one steps forward to complete an application for water services. This has been the City of Dundee's policy up to this point in time. He further explained that the standby fee was created because the base rates were increasing substantially and also partly because snowbird representatives did approach City Council to discuss the issue as well. Although many cities do not do this, the lower standby fee was determined to be fair rate under the defined circumstances. Mr. Gunn expressed his knowledge and understanding of the policy, but explained that he does not feel it is a fair or good policy. He further explained that they have no issue when there is a delinquent water bill that hasn't been paid (and a lien placed), but doesn't agree with billing a standby fee under the circumstances that they are faced with regarding the property on Oliver Court. Mayor Russ pointed out that the previous owner had notified the City of her intention to vacate the property, and that these standby charges are significantly less than our base rate charge if the meter had been left on. Discussion ensued regarding this further. C. Pugsley supported adhering to the policy of the City of Dundee at this time, as was the consensus of other Council members. A **motion** was made by Councilor Weaver, but not seconded, to approve the water service adjustment in the amount of \$2,376.34. A **motion** was made by Councilor Pugsley and seconded by Councilor Adlong to deny the water service adjustment in the amount of \$2,376.34. The **motion** passed 5-1, with Councilor Weaver voting nay.

Council Concerns and Committee Reports

C. Adlong inquired as to whether or not there has been any response from ODOT regarding the lights that were installed along the bypass area. C.A. Daykin advised that ODOT indicated that the lights are the type of lens that is directed downward. Documentation was requested by C.A. Daykin but has not yet been received. C. Adlong advised that they are not dark sky lights but are drop lens Cobra lights, some of which she believes are in Dundee City limits. She further expressed her frustration regarding the fact that there are seven drop lens lights now placed that do not meet the dark sky compliant ordinance in Dundee. She felt strongly that this needs to be addressed further with ODOT as changing out the lenses could easily be accomplished. Mayor Russ supported discussing this with ODOT and requesting them to change out any lights that fall within the City limits as well as the others in the interchange. C. Adlong discussed her concerns further. C. Weaver pointed out that the project is not yet complete, and suggested talking with ODOT about making the changes in the lights at the end of the construction period. Conversation ensued regarding the project and remaining work to be done. C. Svicarovich raised the issue of the fixture type as it pertains to the electricity draw and light control. With C. Svicarovich's expertise in this area, C.A. Daykin suggested the idea of her review and input regarding correspondence with ODOT regarding the fixtures, which she was in favor of as well.

C. Crawford expressed his concerns regarding the disappointing appearance of the middle landscaped area (water treatment area) of the bypass fishhook area. He pointed out that at the beginning of the summer it was cleaned up and bark dust was applied, but it is now full of weeds and looks terrible at this time. C. Weaver pointed out that the project may not be completed yet. C.A. Daykin advised that he will inquire as to the status of the situation.

C. Crawford advised that he recently attended a Travel Oregon Town Hall meeting in Yamhill County. He advised they announced that they recently passed an ordinance to increase the state

transient lodging tax from 1% to 1.8%, and part of the stipulation was that now 10% of their budget must go towards grants to tourism promotion entities. C. Crawford indicated that an estimated 3 million dollars will now be available statewide for grants, where before there was only \$160,000 a year. He explained that there is a good chance that the City of Dundee would be able to apply and hopefully be awarded a grant. He reviewed that our Tourism Committee is completely volunteer and that it is onerous to put grants together; staff help from Travel Oregon could potentially be very helpful in the success of obtaining a grant. C. Crawford indicated that he is very interested in the development of the property underneath the overpass of 99W, potentially a \$100,000+ grant request.

C. Svicarovich shared a report from the Yamhill County Roads Improvement Advisory Committee. She reported that Red Hills Road has been paved, and that as part of that they've seen a significant increase in the number of vehicles that are traveling along this area as well as increased speeds. S. Svicarovich advised that several complaints have been received and that the county is actively investigating at this time and may propose changing the speed limit. Conversation ensued regarding the process of changing the speed limit through the State of Oregon, as well as details pertaining to speed studies done on Red Hills Road. Concerns were expressed by many Council members with regard to the condition of the road, especially along the edges where erosion is already noted to be present. C. Weaver expressed concerns for the future with regard to the dangers of potential accidents along that roadway with the present conditions. C. Svicarovich explained the process of the priority rating list used by the Advisory Committee, which is based on the roadway functional classification and volumes on each roadway. That criteria is used each year to compile the list of roads to be paved, with a goal of paving all collector and arterial roadways. Additionally, C. Svicarovich reported that the County should be putting out a bid for their new public works facility shortly.

C. Weaver advised Council that he will be sending an email regarding the details of an Economic Development Conference that is coming up in November.

Mayor's Report

Mayor Russ advised that he toured the entire Bypass Alignment with Senator Merkley. M. Russ informed that he discussed the idea of obtaining additional Tiger or Fast Act grant funds with Senator Merkley as well. M. Russ advised that the Parkway Committee is focused on Phase 2 (from Highway 219 to Rex Hill) while we really have a concern here about the fishhook (Bypass connection to 99W south of Dundee). M. Russ believes he shares the Parkway Committees' viewpoint that obtaining the Highway 219 connection is a very critical step for the future functional use of the bypass. M. Russ also shared his viewpoint that once the bypass is up and running, he feels the fishhook area will need addressed. Therefore, for the time being, a continued focus on the other aspects of the bypass may be what is most important. Mayor Russ also provided a brief update of the current progress along the bypass.

Mayor Russ expressed his continued concern for the nonexistent driveway at 12th and Maple Street. He has observed that they have moved the barricades out of the driveway so that it can be used. He inquired about whether or not there is any action that can be taken regarding this concern. C. E. Reid advised that it is not a safe driveway and that 12th and Maple was informed that they needed to close it with a permanent blockade until we get the project done and can take away the driveway.

City Administrator's Report

City Administrator Daykin advised that since the last Council meeting he has received two separate complaints of people living in recreation vehicles (RV's). Upon reviewing our regulations, it was noted that we do not have a regulation pertaining to that issue. C.A. Daykin

inquired of the City Council as to whether or not they would like regulations to prohibit or restrict people living in RV's on their private property. Mayor Russ expressed his support for regulations regarding this with the potential inclusion of a 30 day hardship consideration in the event of specific circumstances. C.A. Daykin informed that the City of Newberg does have a permit process to allow for residency in an RV for up to a two-week period, unless it's associated with a construction project in which case a longer length of time is allowable. C.A. Daykin advised that additional research can be done and then brought back for a discussion at a future City Council meeting.

C.A. Daykin informed the Council that it has come to his attention that Kyle Lattimer, who filed for a position on the Dundee City Council, does not appear to be a resident of the City of Dundee. City Attorney Rihala informed that because he isn't qualified to serve on City Council, the Council would therefore have the opportunity to interpret their Charter and decide whether Mr. Lattimer would be eliminated automatically or whether Council would declare the position vacant in the event he was elected. In the case of the latter, C.A. Rihala advised that the Council could then appoint into that vacant seat. A discussion ensued regarding this process. C.A. Daykin informed that he has tried to contact Mr. Lattimer by phone and email without response at this time.

Public Comment

None.

The meeting was adjourned at 9:05 PM.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

CITY OF DUNDEE
Statement of Activities
From 7/1/2016 Through 9/30/2016

	General	Street CIP	Street Reserve	State Revenue Sharing	Equipment Reserve Fund	Parks Fund	Tourism Fund	Fire Station Constr Fund	Bonded Debt	Water Fund	Water CIP Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund	Total		
	Fund	Street Fund	Fund	Fund	Reserve Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund			
Revenue																	
Taxes	66,242	9,809	-	-	-	-	19,490	-	2,466	-	-	-	-	-	98,007		
Franchise Fees	11,600	-	-	-	-	-	-	-	-	-	-	-	-	-	11,600		
Licenses & Permits	32,144	-	-	-	-	-	-	-	-	-	-	-	-	-	32,144		
Intergovernmental Revenue	20,962	47,131	-	11,536	-	-	-	-	-	-	-	-	-	-	79,629		
Charges for Services	57,919	-	-	-	-	-	-	-	-	218,189	27,082	316,903	60,343	24,780	730,959		
Fines & Forfeitures	17,686	-	-	-	-	-	-	-	-	-	-	-	-	-	17,686		
Miscellaneous Revenue	4,319	164	304	71	20	9,443	15	135	33	413	1,268	183	1,316	32	457	18,205	
Total Revenue	210,871	57,104	304	71	11,536	9,443	15	19,625	33	2,496	218,603	28,350	317,087	61,658	24,812	26,201	988,229
Expenditures																	
Personnel	131,250	14,799	-	-	-	-	-	-	-	40,633	-	39,617	-	6,876	-	233,175	
Materials & Services	206,242	17,629	-	-	570	-	2,733	2,746	-	52,181	-	82,899	-	4,295	-	369,295	
Capital Outlay	7,142	-	124,023	-	-	763	14,468	-	-	3,221	123,633	-	39,354	-	14,090	326,694	
Debt Service	-	-	-	-	-	29,314	-	-	-	-	-	-	-	-	-	29,314	
Total Expenditures	344,634	32,428	124,023	-	570	30,077	14,468	2,733	2,746	96,035	123,633	122,515	39,354	11,172	14,090	958,477	
Excess (deficiency) of Revenue over Expenditures	(133,763)	24,675	(123,720)	71	10,986	(20,634)	(14,453)	16,892	(2,712)	2,496	122,568	(95,283)	194,571	22,304	13,640	12,111	29,752
Other Financing Sources (Uses)	26,217	-	-	-	-	-	-	-	-	-	(10,379)	-	(186,838)	171,000	-	-	-
Net Changes to Fund Balance	(107,545)	24,675	(123,720)	71	10,986	(20,634)	(14,453)	16,892	(2,712)	2,496	112,189	(95,283)	7,733	193,304	13,640	12,111	29,752
Beginning Fund Balance	477,120	63,585	210,024	42,729	1,582	602,792	14,214	56,987	19,766	12,014	135,479	644,399	121,030	523,981	10,417	206,463	3,142,580
Ending Fund Balance	369,575	88,260	86,305	42,800	12,567	582,158	(238)	73,879	17,054	14,510	247,668	549,116	128,763	717,285	24,057	218,574	3,172,332

City of Dundee
Statement of Revenues & Expenditures
01-General Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	12,076	66,242	677,200	-90%	(610,958)
Franchise Fees	0	11,600	139,700	-92%	(128,101)
Licenses & Permits	2,505	32,144	63,200	-49%	(31,056)
Intergovernmental Revenue	5,449	20,962	151,200	-86%	(130,238)
Charges for Services	17,820	57,919	212,300	-73%	(154,381)
Fines & Forfeitures	8,822	17,686	54,000	-67%	(36,314)
Miscellaneous Revenues	683	4,319	7,700	-44%	(3,381)
Total REVENUES	47,355	210,871	1,305,300	-84%	(1,094,429)
EXPENDITURES					
General Govt	27,413	84,869	337,700	75%	252,831
Court	1,542	4,464	21,400	79%	16,936
Community Development	6,208	37,018	121,800	70%	84,782
Police Services	73,548	121,546	479,500	75%	357,954
Fire Services	33,628	96,736	404,200	76%	307,464
Total EXPENDITURES	142,339	344,634	1,364,600	75%	1,019,966
Excess (deficiency) of Revenue Over Expenditures	(94,984)	(133,763)	(59,300)	126%	(74,463)
		(0)			
OTHER FINANCING SOURCES (USES)					
Transfers In	9,377	26,217	92,200	-72%	(65,984)
Transfers Out	0	0	(248,000)	-100%	248,000
Other Uses	0	0	(80,000)	0%	80,000
Total OTHER FINANCING SOURCES (USES)	9,377	26,217	(235,800)	-111%	262,017
NET CHANGE IN FUND BALANCE	(85,607)	(107,545)	(295,100)	-64%	187,555
BEGINNING FUND BALANCE	455,182	477,120	480,700	-1%	(3,580)
ENDING FUND BALANCE	369,575	369,575	185,600	99%	183,975

CITY OF DUNDEE
Statement of Revenues and Expenditures
01 - Admin / Finance
001 - General Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services			154,400	75 %	116,072
Salaries & Wages	12,829	38,328			
Personnel Benefits	5,816	17,175	74,100	77 %	56,925
Total Personnel Services	18,645	55,503	228,500	76 %	172,997
Materials & Services			4,000	51 %	2,036
Supplies	659	1,964			
Professional Services	2,629	8,825	48,100	82 %	39,275
Contractual Services	110	331	1,300	75 %	969
Travel & Training	3,234	7,805	12,800	39 %	4,995
Insurance	0	0	7,800	100 %	7,800
Regulatory Requirements	0	0	900	100 %	900
Utilities	598	1,655	6,400	74 %	4,745
Repairs & Maintenance	346	1,058	9,200	89 %	8,142
Other Materials & Services	1,193	3,254	14,200	77 %	10,946
Total Materials & Services	8,768	24,891	104,700	76 %	79,809
Capital Outlay			4,500	1 %	25
	0	4,475			
Total EXPENDITURES	27,413	84,869	337,700	75 %	252,831

CITY OF DUNDEE
Statement of Revenues and Expenditures
02 - Court
001 - General Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	697	2,068	8,600	76 %	6,532
Personnel Benefits	474	1,402	6,700	79 %	5,298
Total Personnel Services	1,171	3,470	15,300	77 %	11,830
Materials & Services					
Supplies	0	0	200	100 %	200
Professional Services	0	0	400	100 %	400
Contractual Services	274	822	3,900	79 %	3,078
Travel & Training	78	82	500	84 %	418
Other Materials & Services	19	90	1,100	92 %	1,010
Total Materials & Services	371	995	6,100	84 %	5,105
Total EXPENDITURES	1,542	4,464	21,400	79 %	16,936

CITY OF DUNDEE
Statement of Revenues and Expenditures
03 - Community Development
001 - General Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	814	2,425	10,300	76 %	7,875
Personnel Benefits	432	1,278	8,000	84 %	6,722
Total Personnel Services	1,246	3,703	18,300	80 %	14,597
Materials & Services					
Supplies	0	0	900	100 %	900
Professional Services	4,878	12,685	50,500	75 %	37,815
Contractual Services	0	20,444	36,000	43 %	15,556
Travel & Training	84	97	1,100	91 %	1,003
Other Materials & Services	0	88	15,000	99 %	14,912
Total Materials & Services	4,962	33,314	103,500	68 %	70,186
Total EXPENDITURES	6,208	37,018	121,800	70 %	84,782

CITY OF DUNDEE

Statement of Revenues and Expenditures

04 - Police Dept

001 - General Fund

From 9/1/2016 Through 9/30/2016

(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	73,548	121,546	479,500	75 %	357,954
Total Materials & Services	<u>73,548</u>	<u>121,546</u>	<u>479,500</u>	<u>75 %</u>	<u>357,954</u>
Total EXPENDITURES	<u>73,548</u>	<u>121,546</u>	<u>479,500</u>	<u>75 %</u>	<u>357,954</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
05 - Fire Dept
001 - General Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	13,585	43,327	180,400	76 %	137,073
Personnel Benefits	9,489	25,246	82,400	69 %	57,154
Total Personnel Services	23,075	68,573	262,800	74 %	194,227
Materials & Services					
Supplies	625	2,911	18,500	84 %	15,589
Professional Services	0	0	2,000	100 %	2,000
Contractual Services	3,041	12,441	30,000	59 %	17,559
Travel & Training	0	1,081	3,100	65 %	2,020
Insurance	0	0	16,600	100 %	16,600
Regulatory Requirements	1,376	1,706	9,000	81 %	7,294
Utilities	887	2,514	16,500	85 %	13,986
Repairs & Maintenance	4,132	4,352	18,500	76 %	14,148
Other Materials & Services	491	491	700	30 %	209
Total Materials & Services	10,553	25,496	114,900	78 %	89,404
Capital Outlay					
	0	2,667	26,500	90 %	23,833
Total EXPENDITURES	33,628	96,736	404,200	76 %	307,464

CITY OF DUNDEE
Statement of Revenues and Expenditures
110 - Street Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	3,435	9,809	40,000	(75)%	(30,191)
Intergovernmental Revenue	15,547	47,131	185,000	(75)%	(137,869)
Miscellaneous Revenues	65	164	200	(18)%	(36)
Total REVENUES	<u>19,046</u>	<u>57,104</u>	<u>225,200</u>	<u>(75)%</u>	<u>(168,096)</u>
EXPENDITURES					
Personnel Services	5,164	14,799	59,400	75 %	44,601
Materials & Services					
Supplies	173	526	4,200	87 %	3,674
Professional Services	310	851	7,300	88 %	6,449
Travel & Training	13	105	500	79 %	395
Insurance	0	0	1,600	100 %	1,600
Regulatory Requirements	0	0	100	100 %	100
Utilities	1,933	5,612	22,300	75 %	16,688
Repairs & Maintenance	2,216	3,512	26,600	87 %	23,088
Interfund Services	2,341	7,023	28,100	75 %	21,077
Other Materials & Services	<u>0</u>	<u>0</u>	<u>200</u>	<u>100 %</u>	<u>200</u>
Total Materials & Services	6,986	17,629	90,900	81 %	73,271
Capital Outlay	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>100 %</u>	<u>7,000</u>
Total EXPENDITURES	<u>12,151</u>	<u>32,428</u>	<u>157,300</u>	<u>79 %</u>	<u>124,872</u>
Excess (deficiency) of Revenue over Expenditures	<u>6,895</u>	<u>24,675</u>	<u>67,900</u>	<u>(64)%</u>	<u>(43,225)</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out	0	0	(97,200)	(100)%	97,200
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>0</u>	<u>0</u>	<u>(102,200)</u>	<u>(100)%</u>	<u>102,200</u>
NET CHANGE IN FUND BALANCE	<u>6,895</u>	<u>24,675</u>	<u>(34,300)</u>	<u>(172)%</u>	<u>58,975</u>
BEGINNING FUND BALANCE	81,365	63,585	38,800	64 %	24,785
ENDING FUND BALANCE	<u>88,260</u>	<u>88,260</u>	<u>4,500</u>	<u>1,861 %</u>	<u>83,760</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
111 - Street CIP Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	0	0	41,400	(100)%	(41,400)
Intergovernmental Revenue	0	0	1,385,000	(100)%	(1,385,000)
Miscellaneous Revenues	63	304	260,200	(100)%	(259,896)
Total REVENUES	<u>63</u>	<u>304</u>	<u>1,686,600</u>	<u>(100)%</u>	<u>(1,686,296)</u>
EXPENDITURES					
Capital Outlay	117,584	124,023	2,233,500	94 %	2,109,477
Debt Service	0	0	26,600	100 %	26,600
Total EXPENDITURES	<u>117,584</u>	<u>124,023</u>	<u>2,260,100</u>	<u>95 %</u>	<u>2,136,077</u>
Excess (deficiency) of Revenue over Expenditures	<u>(117,521)</u>	<u>(123,720)</u>	<u>(573,500)</u>	<u>(78)%</u>	<u>449,780</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	76,000	(100)%	(76,000)
Transfers In	0	0	85,000	(100)%	(85,000)
Other	0	0	200,000	(100)%	(200,000)
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>0</u>	<u>0</u>	<u>361,000</u>	<u>(100)%</u>	<u>(361,000)</u>
NET CHANGE IN FUND BALANCE	<u>(117,521)</u>	<u>(123,720)</u>	<u>(212,500)</u>	<u>(42)%</u>	<u>88,780</u>
BEGINNING FUND BALANCE	203,825	210,024	215,000	(2)%	(4,976)
ENDING FUND BALANCE	<u>86,305</u>	<u>86,305</u>	<u>2,500</u>	<u>3,352 %</u>	<u>83,805</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
112 - Street Reserve Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	9	71	200	(64)%	(129)
Total REVENUES	9	71	200	(64)%	(129)
EXPENDITURES					
Capital Outlay	0	0	42,900	100 %	42,900
Total EXPENDITURES	0	0	42,900	100 %	42,900
Excess (deficiency) of Revenue over Expenditures	9	71	(42,700)	(100)%	42,771
NET CHANGE IN FUND BALANCE	9	71	(42,700)	(100)%	42,771
BEGINNING FUND BALANCE	42,791	42,729	42,700	0 %	29
ENDING FUND BALANCE	42,800	42,800	0	0 %	42,800

CITY OF DUNDEE
Statement of Revenues and Expenditures
122 - State Revenue Sharing Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	11,536	25,500	(55)%	(13,964)
Miscellaneous Revenues	8	20	100	(80)%	(80)
Total REVENUES	<u>8</u>	<u>11,556</u>	<u>25,600</u>	<u>(55)%</u>	<u>(14,044)</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	0	28,500	100 %	28,500
Contractual Services	0	570	7,600	93 %	7,030
Total Materials & Services	<u>0</u>	<u>570</u>	<u>36,100</u>	<u>98 %</u>	<u>35,530</u>
Total EXPENDITURES	<u>0</u>	<u>570</u>	<u>36,100</u>	<u>98 %</u>	<u>35,530</u>
Excess (deficiency) of Revenue over Expenditures	<u>8</u>	<u>10,986</u>	<u>(10,500)</u>	<u>(205)%</u>	<u>21,486</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	13,000	(100)%	(13,000)
Transfer Out	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>(100)%</u>	<u>(8,000)</u>
NET CHANGE IN FUND BALANCE	<u>8</u>	<u>10,986</u>	<u>(2,500)</u>	<u>(539)%</u>	<u>13,486</u>
BEGINNING FUND BALANCE	12,559	1,582	2,500	(37)%	(918)
ENDING FUND BALANCE	<u>12,567</u>	<u>12,567</u>	<u>0</u>	<u>0 %</u>	<u>12,567</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
127 - Equipment Reserve Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenues	8,625	9,443	3,800	149 %	5,643
Total REVENUES	<u>8,625</u>	<u>9,443</u>	<u>3,800</u>	<u>149 %</u>	<u>5,643</u>
EXPENDITURES					
Capital Outlay	0	763	680,400	100 %	679,637
Debt Service	0	29,314	58,600	50 %	29,286
Total EXPENDITURES	<u>0</u>	<u>30,077</u>	<u>739,000</u>	<u>96 %</u>	<u>708,923</u>
Excess (deficiency) of Revenue over Expenditures	8,625	(20,634)	(735,200)	(97)%	714,566
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	136,200	(100)%	(136,200)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>136,200</u>	<u>(100)%</u>	<u>(136,200)</u>
NET CHANGE IN FUND BALANCE	<u>8,625</u>	<u>(20,634)</u>	<u>(599,000)</u>	<u>(97)%</u>	<u>578,366</u>
BEGINNING FUND BALANCE	573,533	602,792	599,000	1 %	3,792
ENDING FUND BALANCE	<u>582,158</u>	<u>582,158</u>	<u>0</u>	<u>0 %</u>	<u>582,158</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
131 - Parks Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	5,700	(100)%	(5,700)
Miscellaneous Revenues	1	15	4,100	(100)%	(4,085)
Total REVENUES	<u>1</u>	<u>15</u>	<u>9,800</u>	<u>(100)%</u>	<u>(9,785)</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	0	2,500	100 %	2,500
Repairs & Maintenance	0	0	1,000	100 %	1,000
Total Materials & Services	0	0	3,500	100 %	3,500
Capital Outlay	12,143	14,468	30,000	52 %	15,532
Total EXPENDITURES	<u>12,143</u>	<u>14,468</u>	<u>33,500</u>	<u>57 %</u>	<u>19,032</u>
Excess (deficiency) of Revenue over Expenditures	(12,142)	(14,453)	(23,700)	(39)%	9,247
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	5,000	(100)%	(5,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>(100)%</u>	<u>(5,000)</u>
NET CHANGE IN FUND BALANCE	<u>(12,142)</u>	<u>(14,453)</u>	<u>(18,700)</u>	<u>(23)%</u>	<u>4,247</u>
BEGINNING FUND BALANCE	11,904	14,214	19,100	(26)%	(4,886)
ENDING FUND BALANCE	<u>(238)</u>	<u>(238)</u>	<u>400</u>	<u>(160)%</u>	<u>(638)</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
151 - Tourism Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	6,922	19,490	43,100	(55)%	(23,610)
Miscellaneous Revenues	54	135	5,100	(97)%	(4,965)
Total REVENUES	<u>6,976</u>	<u>19,625</u>	<u>48,200</u>	<u>(59)%</u>	<u>(28,575)</u>
EXPENDITURES					
Materials & Services	0	0	2,500	100 %	2,500
Professional Services	1,675	2,733	47,000	94 %	44,267
Contractual Services	1,675	2,733	49,500	94 %	46,767
Total Materials & Services	<u>1,675</u>	<u>2,733</u>	<u>49,500</u>	<u>94 %</u>	<u>46,767</u>
Capital Outlay	0	0	50,000	100 %	50,000
Total EXPENDITURES	<u>1,675</u>	<u>2,733</u>	<u>99,500</u>	<u>97 %</u>	<u>96,767</u>
Excess (deficiency) of Revenue over Expenditures	5,301	16,892	(51,300)	(133)%	68,192
NET CHANGE IN FUND BALANCE	<u>5,301</u>	<u>16,892</u>	<u>(51,300)</u>	<u>(133)%</u>	<u>68,192</u>
BEGINNING FUND BALANCE	68,578	56,987	52,600	8 %	4,387
ENDING FUND BALANCE	<u>73,879</u>	<u>73,879</u>	<u>1,300</u>	<u>5,583 %</u>	<u>72,579</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
201 - Fire Station Construction
From 9/1/2016 Through 9/30/2016
(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	12	33	0	0 %	33
Total REVENUES	<u>12</u>	<u>33</u>	<u>0</u>	<u>0 %</u>	<u>33</u>
EXPENDITURES					
Materials & Services	820	2,746	178,000	98 %	175,254
Professional Services	820	2,746	178,000	98 %	175,254
Total Materials & Services	<u>820</u>	<u>2,746</u>	<u>178,000</u>	<u>98 %</u>	<u>175,254</u>
Capital Outlay	0	0	4,000	100 %	4,000
Total EXPENDITURES	<u>820</u>	<u>2,746</u>	<u>182,000</u>	<u>98 %</u>	<u>179,254</u>
Excess (deficiency) of Revenue over Expenditures	<u>(808)</u>	<u>(2,712)</u>	<u>(182,000)</u>	<u>(99)%</u>	<u>179,288</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	180,000	(100)%	(180,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>180,000</u>	<u>(100)%</u>	<u>(180,000)</u>
NET CHANGE IN FUND BALANCE	<u>(808)</u>	<u>(2,712)</u>	<u>(2,000)</u>	<u>36 %</u>	<u>(712)</u>
BEGINNING FUND BALANCE	17,861	19,766	2,000	888 %	17,766
ENDING FUND BALANCE	<u>17,054</u>	<u>17,054</u>	<u>0</u>	<u>0 %</u>	<u>17,054</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
310 - Bonded Debt
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	815	2,466	150,000	(98)%	(147,534)
Miscellaneous Revenues	11	30	400	(92)%	(370)
Total REVENUES	<u>826</u>	<u>2,496</u>	<u>150,400</u>	<u>(98)%</u>	<u>(147,904)</u>
EXPENDITURES					
Debt Service	0	0	150,200	100 %	150,200
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>150,200</u>	<u>100 %</u>	<u>150,200</u>
Excess (deficiency) of Revenue over Expenditures	826	2,496	200	1,148 %	2,296
NET CHANGE IN FUND BALANCE	<u>826</u>	<u>2,496</u>	<u>200</u>	<u>1,148 %</u>	<u>2,296</u>
BEGINNING FUND BALANCE	13,684	12,014	11,600	4 %	414
ENDING FUND BALANCE	<u>14,510</u>	<u>14,510</u>	<u>11,800</u>	<u>23 %</u>	<u>2,710</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
431 - Water Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	80,519	218,189	619,900	(65)%	(401,711)
Miscellaneous Revenues	181	413	1,100	(62)%	(687)
Total REVENUES	<u>80,700</u>	<u>218,603</u>	<u>621,000</u>	<u>(65)%</u>	<u>(402,397)</u>
EXPENDITURES					
Personnel Services	13,881	40,633	169,400	76 %	128,767
Materials & Services					
Supplies	495	4,937	14,300	65 %	9,363
Professional Services	270	2,202	11,400	81 %	9,198
Contractual Services	374	374	10,000	96 %	9,626
Travel & Training	116	641	1,800	64 %	1,159
Insurance	0	0	5,400	100 %	5,400
Regulatory Requirements	539	1,059	7,200	85 %	6,141
Utilities	4,809	13,443	43,600	69 %	30,157
Repairs & Maintenance	4,302	7,455	39,800	81 %	32,345
Interfund Services	6,683	20,049	80,200	75 %	60,151
Other Materials & Services	612	2,020	6,500	69 %	4,480
Total Materials & Services	<u>18,200</u>	<u>52,181</u>	<u>220,200</u>	<u>76 %</u>	<u>168,019</u>
Capital Outlay	2,677	3,221	32,300	90 %	29,079
Total EXPENDITURES	<u>34,758</u>	<u>96,035</u>	<u>421,900</u>	<u>77 %</u>	<u>325,865</u>
Excess (deficiency) of Revenue over Expenditures	45,943	122,568	199,100	(38)%	(76,532)
OTHER FINANCING SOURCES (USES)					
Transfer Out	(3,913)	(10,379)	(293,900)	(96)%	283,521
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(3,913)</u>	<u>(10,379)</u>	<u>(313,900)</u>	<u>(97)%</u>	<u>303,521</u>
NET CHANGE IN FUND BALANCE	<u>42,030</u>	<u>112,189</u>	<u>(114,800)</u>	<u>(198)%</u>	<u>226,989</u>
BEGINNING FUND BALANCE	205,638	135,479	120,600	12 %	14,879
ENDING FUND BALANCE	<u>247,668</u>	<u>247,668</u>	<u>5,800</u>	<u>4,170 %</u>	<u>241,868</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
432 - Water CIP Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	27,082	29,600	(9)%	(2,518)
Miscellaneous Revenues	401	1,268	9,000	(86)%	(7,732)
Total REVENUES	<u>401</u>	<u>28,350</u>	<u>38,600</u>	<u>(27)%</u>	<u>(10,250)</u>
EXPENDITURES					
Capital Outlay	123,633	123,633	550,200	78 %	426,567
Debt Service	0	0	117,300	100 %	117,300
Total EXPENDITURES	<u>123,633</u>	<u>123,633</u>	<u>667,500</u>	<u>81 %</u>	<u>543,867</u>
Excess (deficiency) of Revenue over Expenditures	<u>(123,232)</u>	<u>(95,283)</u>	<u>(628,900)</u>	<u>(85)%</u>	<u>533,617</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	220,000	(100)%	(220,000)
Other	0	0	(200,000)	(100)%	200,000
Interfund Loan	0	0	(200,000)	(100)%	200,000
Total Other	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>(100)%</u>	<u>(20,000)</u>
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>(100)%</u>	<u>(20,000)</u>
NET CHANGE IN FUND BALANCE	<u>(123,232)</u>	<u>(95,283)</u>	<u>(608,900)</u>	<u>(84)%</u>	<u>513,617</u>
BEGINNING FUND BALANCE	672,347	644,399	617,300	4 %	27,099
ENDING FUND BALANCE	<u>549,116</u>	<u>549,116</u>	<u>8,400</u>	<u>6,437 %</u>	<u>540,716</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
441 - Sewer Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	109,415	316,903	1,244,000	(75)%	(927,097)
Miscellaneous Revenues	94	183	200	(8)%	(17)
Total REVENUES	<u>109,509</u>	<u>317,087</u>	<u>1,244,200</u>	<u>(75)%</u>	<u>(927,113)</u>
EXPENDITURES					
Personnel Services	13,544	39,617	162,900	76 %	123,283
Materials & Services					
Supplies	2,851	7,052	26,800	74 %	19,748
Professional Services	0	23,435	44,600	47 %	21,165
Contractual Services	0	90	600	85 %	510
Travel & Training	116	402	1,800	78 %	1,398
Insurance	0	0	14,800	100 %	14,800
Regulatory Requirements	199	4,895	6,900	29 %	2,005
Utilities	5,450	15,858	82,100	81 %	66,242
Repairs & Maintenance	4,090	9,965	123,800	92 %	113,835
Interfund Services	6,425	19,275	77,100	75 %	57,825
Other Materials & Services	612	1,926	6,300	69 %	4,374
Total Materials & Services	<u>19,744</u>	<u>82,899</u>	<u>384,800</u>	<u>78 %</u>	<u>301,901</u>
Total EXPENDITURES	<u>33,287</u>	<u>122,515</u>	<u>547,700</u>	<u>78 %</u>	<u>425,185</u>
Excess (deficiency) of Revenue over Expenditures	<u>76,221</u>	<u>194,571</u>	<u>696,500</u>	<u>(72)%</u>	<u>(501,929)</u>
OTHER FINANCING SOURCES (USES)					
Transfer Out	(62,464)	(186,838)	(770,100)	(76)%	583,262
Other Uses	0	0	(20,000)	(100)%	20,000
Total OTHER FINANCING SOURCES (USES)	<u>(62,464)</u>	<u>(186,838)</u>	<u>(790,100)</u>	<u>(76)%</u>	<u>603,262</u>
NET CHANGE IN FUND BALANCE	<u>13,757</u>	<u>7,733</u>	<u>(93,600)</u>	<u>(108)%</u>	<u>101,333</u>
BEGINNING FUND BALANCE	115,005	121,030	110,500	10 %	10,530
ENDING FUND BALANCE	<u>128,763</u>	<u>128,763</u>	<u>16,900</u>	<u>662 %</u>	<u>111,863</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
442 - Sewer CIP Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	60,343	28,200	114 %	32,143
Miscellaneous Revenues	524	1,316	788,000	(100)%	(786,684)
Total REVENUES	<u>524</u>	<u>61,658</u>	<u>816,200</u>	<u>(92)%</u>	<u>(754,542)</u>
EXPENDITURES					
Capital Outlay	0	39,354	864,000	95 %	824,646
Debt Service	0	0	694,600	100 %	694,600
Total EXPENDITURES	<u>0</u>	<u>39,354</u>	<u>1,558,600</u>	<u>97 %</u>	<u>1,519,246</u>
Excess (deficiency) of Revenue over Expenditures	<u>524</u>	<u>22,304</u>	<u>(742,400)</u>	<u>(103)%</u>	<u>764,704</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	57,000	171,000	695,000	(75)%	(524,000)
Total OTHER FINANCING SOURCES (USES)	<u>57,000</u>	<u>171,000</u>	<u>695,000</u>	<u>(75)%</u>	<u>(524,000)</u>
NET CHANGE IN FUND BALANCE	<u>57,524</u>	<u>193,304</u>	<u>(47,400)</u>	<u>(508)%</u>	<u>240,704</u>
BEGINNING FUND BALANCE	659,761	523,981	541,000	(3)%	(17,019)
ENDING FUND BALANCE	<u>717,285</u>	<u>717,285</u>	<u>493,600</u>	<u>45 %</u>	<u>223,685</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
451 - Storm Water Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	9,100	24,780	104,700	(76)%	(79,920)
Miscellaneous Revenues	18	32	100	(68)%	(68)
Total REVENUES	<u>9,118</u>	<u>24,812</u>	<u>104,800</u>	<u>(76)%</u>	<u>(79,988)</u>
EXPENDITURES					
Personnel Services	2,338	6,876	28,900	76 %	22,024
Materials & Services					
Supplies	87	263	2,200	88 %	1,937
Professional Services	0	0	5,900	100 %	5,900
Travel & Training	30	75	400	81 %	325
Insurance	0	0	600	100 %	600
Regulatory Requirements	0	0	100	100 %	100
Utilities	85	173	600	71 %	427
Repairs & Maintenance	40	271	2,400	89 %	2,129
Interfund Services	1,141	3,423	13,700	75 %	10,277
Other Materials & Services	0	91	400	77 %	309
Total Materials & Services	<u>1,382</u>	<u>4,295</u>	<u>26,300</u>	<u>84 %</u>	<u>22,005</u>
Total EXPENDITURES	<u>3,720</u>	<u>11,172</u>	<u>55,200</u>	<u>80 %</u>	<u>44,028</u>
Excess (deficiency) of Revenue over Expenditures	5,398	13,640	49,600	(72)%	(35,960)
OTHER FINANCING SOURCES (USES)					
Transfer Out	0	0	(54,200)	(100)%	54,200
Other Uses	0	0	(5,000)	(100)%	5,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(59,200)</u>	<u>(100)%</u>	<u>59,200</u>
NET CHANGE IN FUND BALANCE	<u>5,398</u>	<u>13,640</u>	<u>(9,600)</u>	<u>(242)%</u>	<u>23,240</u>
BEGINNING FUND BALANCE	18,659	10,417	10,100	3 %	317
ENDING FUND BALANCE	<u>24,057</u>	<u>24,057</u>	<u>500</u>	<u>4,711 %</u>	<u>23,557</u>

CITY OF DUNDEE
Statement of Revenues and Expenditures
452 - Storm Water CIP Fund
From 9/1/2016 Through 9/30/2016
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	25,743	12,000	115 %	13,743
Miscellaneous Revenues	160	457	200	129 %	257
Total REVENUES	<u>160</u>	<u>26,201</u>	<u>12,200</u>	<u>115 %</u>	<u>14,001</u>
EXPENDITURES					
Capital Outlay	14,090	14,090	234,000	94 %	219,910
Debt Service	0	0	23,700	100 %	23,700
Total EXPENDITURES	<u>14,090</u>	<u>14,090</u>	<u>257,700</u>	<u>95 %</u>	<u>243,610</u>
Excess (deficiency) of Revenue over Expenditures	<u>(13,930)</u>	<u>12,111</u>	<u>(245,500)</u>	<u>(105)%</u>	<u>257,611</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	42,000	(100)%	(42,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>42,000</u>	<u>(100)%</u>	<u>(42,000)</u>
NET CHANGE IN FUND BALANCE	<u>(13,930)</u>	<u>12,111</u>	<u>(203,500)</u>	<u>(106)%</u>	<u>215,611</u>
BEGINNING FUND BALANCE	232,504	206,463	206,600	(0)%	(137)
ENDING FUND BALANCE	<u>218,574</u>	<u>218,574</u>	<u>3,100</u>	<u>6,951 %</u>	<u>215,474</u>

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 27, 2016
Re: Resolution No. 2016-23, Repealing Fence Permit Requirement

The Planning Commission reviewed the fence standards during a work session on October 19, including review of the fence regulations and fence permit processes required by Hillsboro, Ashland and Harrisburg. The Planning Commission determined that 1) Other structures requiring compliance of the standards in the Dundee Development Code may be constructed without a permit, 2) Fence permits are not commonly required by other jurisdictions, 3) The majority of fence permits issued since adoption of Resolution No. 06-14 have been associated with new house construction, 4) Providing information to the owner regarding fence standards may be accomplished without the need for a permit, and 5) Fence permits are an unnecessary requirement to ensure compliance with the standards of the Dundee Development Code. The Planning Commission recommended rescinding the fence permit process.¹

The Planning Commission reviewed Dundee's fence regulations and did not find a need to modify the existing standards. I discussed the procedural aspect of amending the Dundee Development Code with City Planner Pelz and she recommended that if the Council still wants the Planning Commission to consider changes to the fence standards and bring back an Order of Recommendation, then the Council should provide specific direction and suggested changes to the Planning Commission by resolution.

Recommendation: Motion to adopt Resolution No. 2016-23, a resolution repealing Resolution No. 06-14, relating to requiring a permit for the construction of a fence.

Attachments:

- Draft Planning Commission October 19, 2016 Meeting Minutes
- DMC 17.202.050 Fence Standards
- Resolution No. 2016-23

¹ Referring to the process provided in Resolution No. 06-14, fences over 7 feet in height are required to obtain a permit through the Oregon Residential Specialty Code and the Oregon Structural Specialty Code.

CITY OF DUNDEE

Meeting: Planning Commission Meeting
Location: City Council Meeting Chambers
620 S.W. 5th Street
Dundee, Oregon 97115
Date: October 19, 2016
Time: 7:00 p.m.

DRAFT

I. Meeting called to order.

The Commission nominated Commissioner Cox to act as interim Chair.

Commissioner Cox called the meeting to order. Commissioners Present, which consisted of quorum, were Shannon Howland, Isaiah Cox, Dustin Swenson, Kevin Swanson, and Sara Whitfield. Also in attendance were City Administrator Rob Daykin and City Planner Jessica Pelz.

Chairman Michele Kropf was absent, unexcused; Vice-Chairman Francisco Stoller was absent, excused.

New Commissioner Shannon Howland introduced herself. The Commission and staff then took a few minutes to go around and introduce themselves to her.

There was a brief discussion regarding sidewalks throughout Dundee, specifically with regard to future development and deferrals.

II. Approval of Minutes from Previous Meeting(s)

It was moved and seconded to approve the minutes from June 15, 2016. Motion carries unanimously.

III. Public Comment

No members of the public were in attendance.

IV. Fence Permit Regulation Workshop

CA Daykin gave a brief background of how fence permits and how the issue came to be at the Planning Commission. Planner Pelz recapped the staff memo for the Commissioners, concluding with the questions asked in the memo.

Commissioner Cox stated that he felt the process seemed too much. Commissioner Swanson also stated that he believed it was overkill. Commissioner Whitfield stated that she would have never known that a permit was needed. She would go online to look at regulations, but agreed that a permit was overkill. Commissioner Howland noted that the purpose of establishing the process was to educate the public and not for oversight. She asked if there was another way to handle the education portion other than a permit.

There were concerns about whether the City would be setting itself up for a lawsuit by approving a permit when property lines were stated incorrect but the permit was still issued by the City.

There were also brief discussions regarding a variety of topics, such as setbacks, what happens if two property owners decided to build a fence together along a property line, the fact that there were many other things in the development code with regulations that didn't require a permit, and turn-around time for permit issuance.

There was a question about what City Council wanted to do. CA Daykin responded that they were pretty split, without a strong direction either way.

Commissioner Swanson moved to recommend removal of the fence permit process. The motion was seconded and carried unanimously.

Planner Pelz questioned whether there were any issues with the current fence regulations that the Commission wanted to address. There was a question about how some of the requirements could be followed up on. For instance, if something was in disrepair. It was answered that it would be registered as a code violation and enforced through that process.

There was a question about whether Dundee established the regulation or if it was copied from another city. It was responded, both. Dundee has had code regulations in place for a long time. They are occasionally updated and often other cities are used as examples to keep some consistency jurisdiction to jurisdiction.

There was a review of the setbacks per zone as it relates to allowable fence height.

There was a question about deer fencing. Planner Pelz responded that there was no provision for deer fencing, but if someone wanted to do a fence higher than 6-foot they would need to set it back from the property line and obtain a building permit. There was some discussion about whether there was a provision to have a fence taller than 6-feet on the property line. The answer was no, unless the owner wanted to go through the adjustment land use process (or variance process depending upon requested height). Ultimately, the Commissioners decided the provision for deer fencing was not one that they wanted to include or amend.

There was a brief conversation regarding which standards a residence in another zone would follow. Planner Pelz responded that a non-conforming use would be required to follow the standards for the zone they are located in. For instance, a residence in a commercial zone would need to follow commercial fence standards.

V. Planning Issues from Commission Members.

Planner Pelz informed the Commission that the next meeting would be a quasi-judicial meeting, and did a refresher on the process. She also gave a reminder about ex-parte contact and what that was and what qualified as; she also stressed that decisions needed to be made based on criteria. CA Daykin noted that if ex-parte contact did occur then to make sure that it was disclosed at the meeting.

There was a question about whether there had been any applications or interest in the old Riteway Meat building. Staff answered no.

Commissioner Swanson questioned whether there was a chance the City of Dundee would be able to get the flashing light school signs. CA Daykin responded that the City would not be able to require or install them since it is ODOT's jurisdiction. However, he suggested that if

Commissioner Swanson wanted the City to advocate he should come to a City Council meeting and make the "pitch" and try to get them onboard.

Planner Pelz stated that Dundee was Region 2, District 3 if anyone wanted to contact ODOT. She suggested calling the Access Management Division.

VI. Adjournment

It was moved and seconded to adjourn the meeting. Meeting was adjourned.

Michelle Kropf, Chairman

ATTEST:

Melody Osborne, Planning Secretary

DMC 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 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.
7. In the LI zone, fences taller than six feet in height shall not be chain link. Fences over six feet in height shall be screened by a sight obscuring hedge.

B. Fence Heights.

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.
7. In the LI zone, fences shall not exceed eight feet tall, except where used for outdoor storage areas that are not adjacent to a public right-of-way.

**CITY OF DUNDEE
RESOLUTION NO. 2016-23**

**A RESOLUTION REPEALING RESOLUTION NO. 06-14, RELATING TO
REQUIRING A PERMIT FOR THE CONSTRUCTION OF A FENCE.**

WHEREAS, the City Council adopted Resolution No. 06-14 on August 7, 2006, requiring property owners to obtain a fence permit from the City prior to constructing or erecting a fence; and

WHEREAS, on September 6, 2016, the City Council requested the Planning Commission to reevaluate the current fence standards in the Dundee Development Code and whether a fence permit should be required or not; and

WHEREAS, following review of fence issues at a October 19, 2016 work session, the Planning Commission determined that 1) Other structures requiring compliance of the standards in the Dundee Development Code may be constructed without a permit, 2) Fence permits are not commonly required by other jurisdictions, 3) The majority of fence permits issued since adoption of Resolution No. 06-14 have been associated with new house construction, 4) Providing information to the owner regarding fence standards may be accomplished without the need for a permit, and 5) Fence permits are an unnecessary requirement to ensure compliance with the standards of the Dundee Development Code.

THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Resolution No. 06-14 is repealed in its entirety.

PASSED this 1st day of November, 2016.

Approved:

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 26, 2016
Re: OTIF Street Improvements Loan

At the September 6 meeting Council authorized an amendment to the 2013 loan agreement through the Oregon Transportation Infrastructure Fund (OTIF) for local street improvements in Dundee. The amendment was recently approved by ODOT, which deleted projects that the City decided to not complete this year and added Dogwood Drive as a new project. The OTIF loan expires December 1, 2016 and currently has a remaining balance of \$76,160 available for loan draws. The intent is to consider taking out a new loan to complete unfinished overlay work, along with funding of a possible local improvement district for the reconstruction of Locust Street between 7th and 8th Street. Dogwood Drive was partially funded with a \$50,000 Special City Allotment (SCA) grant, and the balance of the project street improvements cost, \$65,000, is now available for a draw against the OTIF loan.

The OTIF loan has a 20-year term with an annual interest rate of 2.54%. If the loan is closed without additional draws, the annualized debt service would be \$13,433. With the additional \$65,000 draw for the Dogwood Drive project, the annualized debt service would be \$17,634.¹ The OTIF loan allowed the completion of overlays on nine street segments totaling about 5,200 feet in length in a relatively short period of time that would otherwise cost much more if completed on a pay as you go basis due to inflationary factors and increased road surface deterioration. The average cost per linear foot for the overlays was \$40. Although the Dogwood Drive involved widening to accommodate a pedestrian way on one side of the street, the improvements cost were considerably more due to its very poor condition. After removing the storm sewer costs, the average cost per linear foot on the Dogwood Drive street work was \$183. Although some of the overlay work completed was over narrower streets, it does illustrate the concept that preserving streets in fair condition with timely overlays is much more cost effective than allowing streets in fair condition to deteriorate to the point that much more costly treatments are required.

The means to repay the OTIF loan for local street projects and the other existing OTIF loan financing Dundee's local match to the Bypass (with a future annual debt service of \$20,373) was accommodated with a share of the PGE and Northwest Natural Gas franchise fees being allocated directly to the Street CIP Fund, budgeted at \$41,400 in the current fiscal year. Also, the difference of revenues over expenses in the Street Fund averaged \$73,000 for the prior three fiscal years. This represents the other

¹ The OTIF loan repayment schedule is currently set at \$18,356 per year, starting January 25, 2017 based on a \$284,000 loan amount. Unless modified by amendment, this will mean the principal on a final lesser loan amount will be paid off sooner than 20 years.

source of funds transferred to the Street CIP fund for overlays and other major transportation improvement projects.

In recent years, most of the funds transferred to the Street CIP have been allocated to accommodate the local match to the TE grant for the Highway 99W Sidewalk/Streetscape project, estimated at \$177,600, and for the placement of conduit under the sidewalks in Phase A. The conduit installation was not originally anticipated with the TE project and the earlier estimate of \$90,000 for adding conduit is now likely to be closer to \$220,000 for based on work recently completed this year at Tenth Street. I'm projecting to have about \$130,000 set aside for conduit by the end of the fiscal year. While newer estimates include a nominal contingency of 5% due to the advanced design completion, I will continue to have concerns on the adequacy of City funds until we receive bids and enter into a construction contract with known unit prices. For this reason I recommend using the OTIF loan for the Dogwood Drive project in order to preserve the \$65,000 for the TE project. If actual construction costs turn out to be less than expected on the TE project and a substantial savings is realized, then those unexpended funds may be used to pay down the OTIF loan balance (or use for other local street overlay work). There is not a pre-payment penalty for accelerated payment on an OTIF loan.

Recommendation: Motion to authorize the city administrator to execute a final draw of \$65,000 on the OTIF loan for local street improvements.

REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: October 27, 2016
Re: Verizon Tower Lease Proposal

Earlier this summer Fire Chief Stock, City Engineer Reid and City Administrator Daykin met with Verizon representatives at the Dundee Fire Station property to evaluate the possibility of locating a cell phone tower at the southeast corner of the property. It appeared the project was viable with minimal impacts and Verizon was encouraged to bring a proposal forward for the Council's consideration. Chief Stock supports the project provided that the site plan be amended to locate the facilities on the space south of the rear apron, with their equipment layout from east to west, and that the tower provides for future emergency services communications expansion for the Yamhill County and the WCCCA/Newberg radio systems. Also, Chief Stock requested that lease rental be allocated to the Fire Department Equipment Reserve Fund.

Attached is the proposal from MD7, the firm hired by Verizon to assist with site location. Also included are simulations of tower construction from four viewpoints alternating between the use of using a tree camouflage tower and a monopole design. A representative from MD7 will attend the November 1 meeting to review the proposal and answer questions from the Council. If Council is interested in pursuing a lease with Verizon, then the fee and terms for use of City-owned property will be discussed in Executive Session at the end of the meeting.

Recommendation: Motion to authorize the city administrator to negotiate a lease with Verizon for use of Dundee Fire Station property for a cell phone tower facility on Fire Station property subject to approval of the Dundee City Council.



10/26/2016

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

Re: VERIZON WIRELESS PROPOSAL FOR WIRELESS COMMUNICATIONS FACILITY- OR4 Dundee

Hello Rob-

Verizon is looking to enter into a lease agreement with the City of Dundee for a wireless communications facility that will not only enhance Verizon's network, but support other wireless carriers as well as the Fire Station Communications.

Verizon constantly collects data on network functionality, which can include modeling for technology upgrades that improve service, field testing the network, and tracking things like customer feedback and dropped call data.

Where there is a need for a new site identified, based on network performance, Verizon's engineers will model coverage solutions to fill that need, and issue some design and location parameters as to what type of site will help to add or improve coverage. Currently Verizon is in need of this new tower due to capacity issues. What that means, is that there is an over load of people using their phones in the area and the existing cell towers nearby can longer keep up with the demand of calls coming in which leads to dropped calls and slow data usage. We have to off load some of the over worked tower to the new tower so we can accommodate the influx of usage. You will find this happening more often as cities and towns grow. You cannot simply continue to update an existing tower after time. You do need to eventually build new ones to accommodate the increased usage. Verizon is trying to fill in the areas

NORTH: NE FRYER HILL RD

SOUTH: NE TRUNK RD

EAST: WILLAMETTE RIVER

WEST: CR 76.

Why continuous coverage is important to Verizon and the City of Dundee:

- Allows you to stay connected both in the home and as you travel
- E911 coverage improves public safety
- Members of public can contact emergency services quickly and reliably



And as to the emergency part, having a site here benefits everyone not just Verizon customers. If there is service available from any carrier, a 911 call can be made. This would benefit the fire department greatly as well as they have better location for their emergency services to be located on the tower.

2015 estimate from the FCC is that 70% of all emergency calls are made from cell phones.

CDC keeps statistics on this trend, published under "Wireless Substitution" reports.

- More and more households are transitioning to wireless only.

Early release for end of 2015 was 46.7% of adults, 55.3% of children live in wireless only households.

From a local economy point of view, wireless service allows for small business to flourish. Retailers now use apps such as Square for person to person transactions which can now be made on smartphones. This Benefits small businesses, craftspeople, artisans, locally owned coffee shops and similar. With an enhanced wireless footprint and more reliable service, people can run their businesses more effectively.

Besides business, it also allows people to work remotely from home because it can enhance connectivity through phone hot-spots if service is reliable. This is less time on the road, and more flexibility. With being said, besides all the benefits above, the rental income from the site will benefit the city. Not only will you obtain rent from Verizon but additional carriers may increase the changes of increased income.

Site Design:

I understand that the City of Dundee would like to see the tower camouflaged. The only reason why Verizon would prefer that the City not request a mono-pole is due to cost, maintenance and difficulty with collocation of other carriers. We've found that due to the tree branches on the mono-pole, it makes it difficult to maintain the facility as well as find a suitable location on the pole for other equipment. If there are going to be a Yagi antenna or Omni antenna from the fire department, it may be difficult to add. Again, this can be discussed at the City meeting. To be honest, the monopole is a lot less intrusive if you look at the photo sims. The trees don't look exactly real and stick out, whereas if we leave it as a monopole and paint it a matte green or black it's a lot less obvious. Other carriers also prefer to collocate upon a monopole as well due to their own requirements for maintenance and space. Verizon cannot build a Bell Tower as requested previously due to the foot print that would be required. It would end up being in the way of fire truck turn around on the property and maintenance would be an issue. We're not sure if another carrier would be interested in trying collocate.

The entire process from start of negotiations to finish of construction for a new site build is approximately 1 year, depending on how quickly we can get through Land Use and Permitting procedss. If there is a way for the jurisdiction to help expedite the review, we might be able to beat out the construction project that is scheduled for next summer for the roof of the fire station so that we are not conflicting. Leasing, if it all goes well usually can be completed within 3-4 months. All leasing proposals have been sent separately and has been requested to be kept confidential between Verizon and the City. Any inquiry into what other carriers or Jurisdictions pay to Verizon for being on their tower are



strictly confidential to Verizon Wireless. Rest be assured that market rates for a facility such as this have been researched.

Please let me know if you have any questions. You may contact me at 206-218-7101 and mdockter@md7.com.

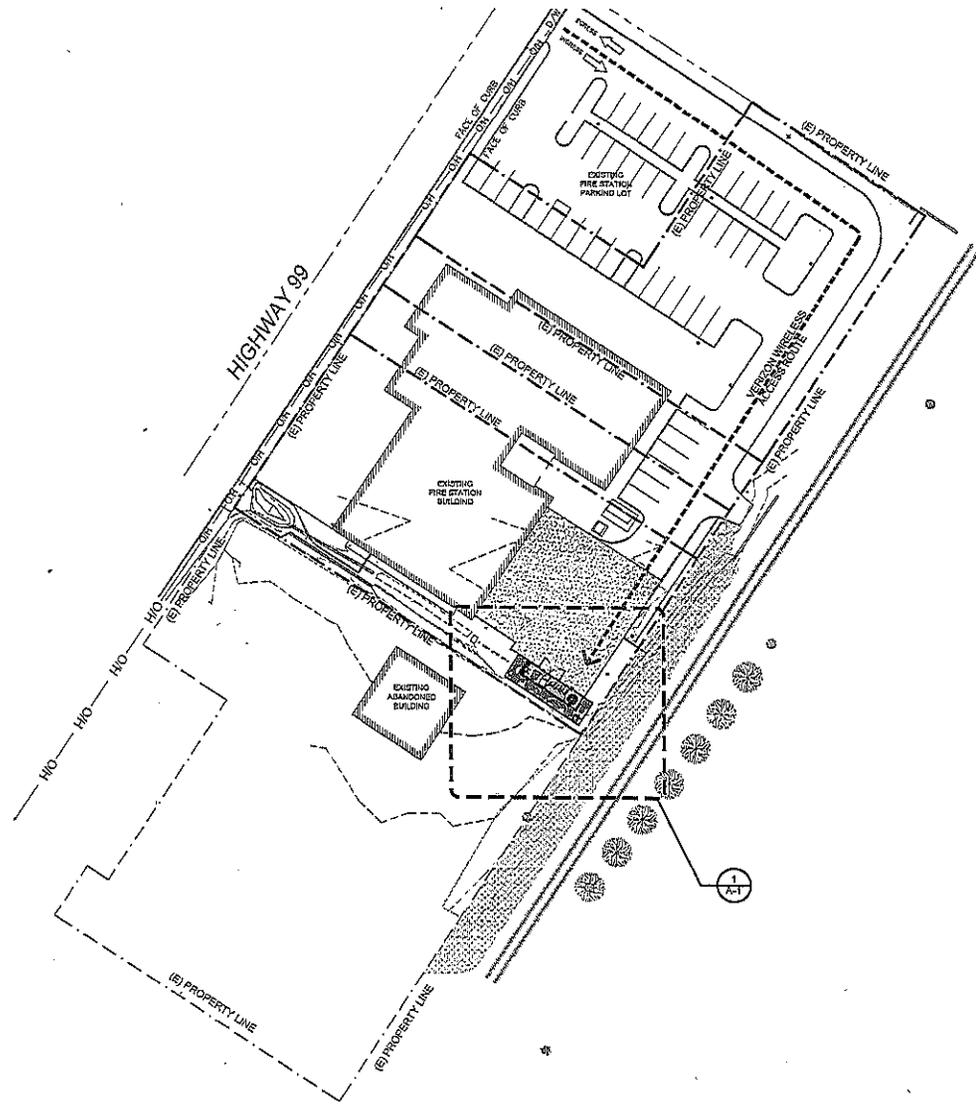
Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Meagan Dockter'.

Meagan Dockter
Site Acquisition Manager
Md7- Representing Verizon Wireless

PROPERTY LEGAL DESCRIPTION



22'x34" SCALE: 1" = 30'-0"
 11'x17" SCALE: 1" = 20'-0"



OVERALL SITE PLAN 1

DO NOT SCALE DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ASPECTS. CONSULT WITH ARCHITECTS FOR DIMENSIONS. UNQUANTIFIED OR UNLOCATED DIMENSIONS TO WHICH DIMENSIONS SHALL BE APPLIED SHALL BE THE ARCHITECT'S RESPONSIBILITY. ALL DIMENSIONS SHALL BE THE ARCHITECT'S RESPONSIBILITY. ALL DIMENSIONS SHALL BE THE ARCHITECT'S RESPONSIBILITY. ALL DIMENSIONS SHALL BE THE ARCHITECT'S RESPONSIBILITY.

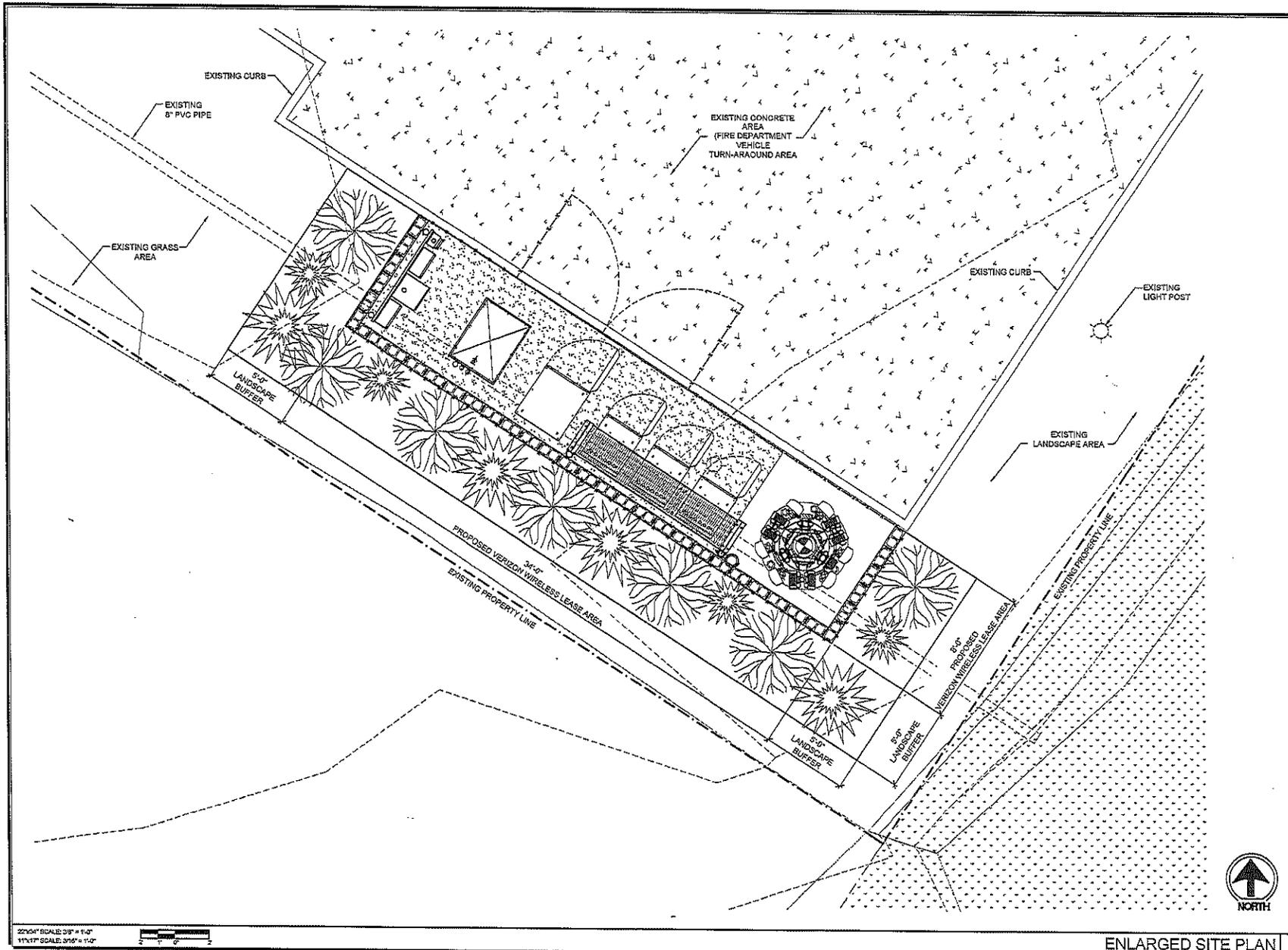
No.	Date	Revision
A	10/25/16	REVISED SITE SKETCHES
B	-	-
C	-	-
1	-	-
2	-	-



Project Info:
OR4 DUNDEE
 750 N. HWY 99W
 DUNDEE, OR 97116

Drawing Title:
OVERALL SITE PLAN

Project Number:	Or4
Date:	10/25/16
Drafter:	RJM
Designer:	KM
Project Manager:	Professional of Record
AM:	RJ
Revision No.:	Sheet No.:
A	A-0



22x34" SCALE: 3/8" = 1'-0"
 11x17" SCALE: 3/16" = 1'-0"



ENLARGED SITE PLAN | 1

THE USER SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND LOCATIONS OF ANY EXISTING OR PROPOSED UTILITIES OR STRUCTURES TO BE SHOWN SHALL BE THE USER'S RESPONSIBILITY TO OBTAIN AND VERIFY ALL INFORMATION FROM THE UTILITIES SUPPLIERS BY THE LATEST REVISION. ALL DRAWINGS AND SPECIFICATIONS RELATE TO THE PROPERTY BY ACORN CONSULTING.

No.	Date	Revision
A	10/25/16	REVISED SITE SKETCHES
B	-	-
C	-	-
D	-	-
E	-	-
F	-	-

Client: **verizon**

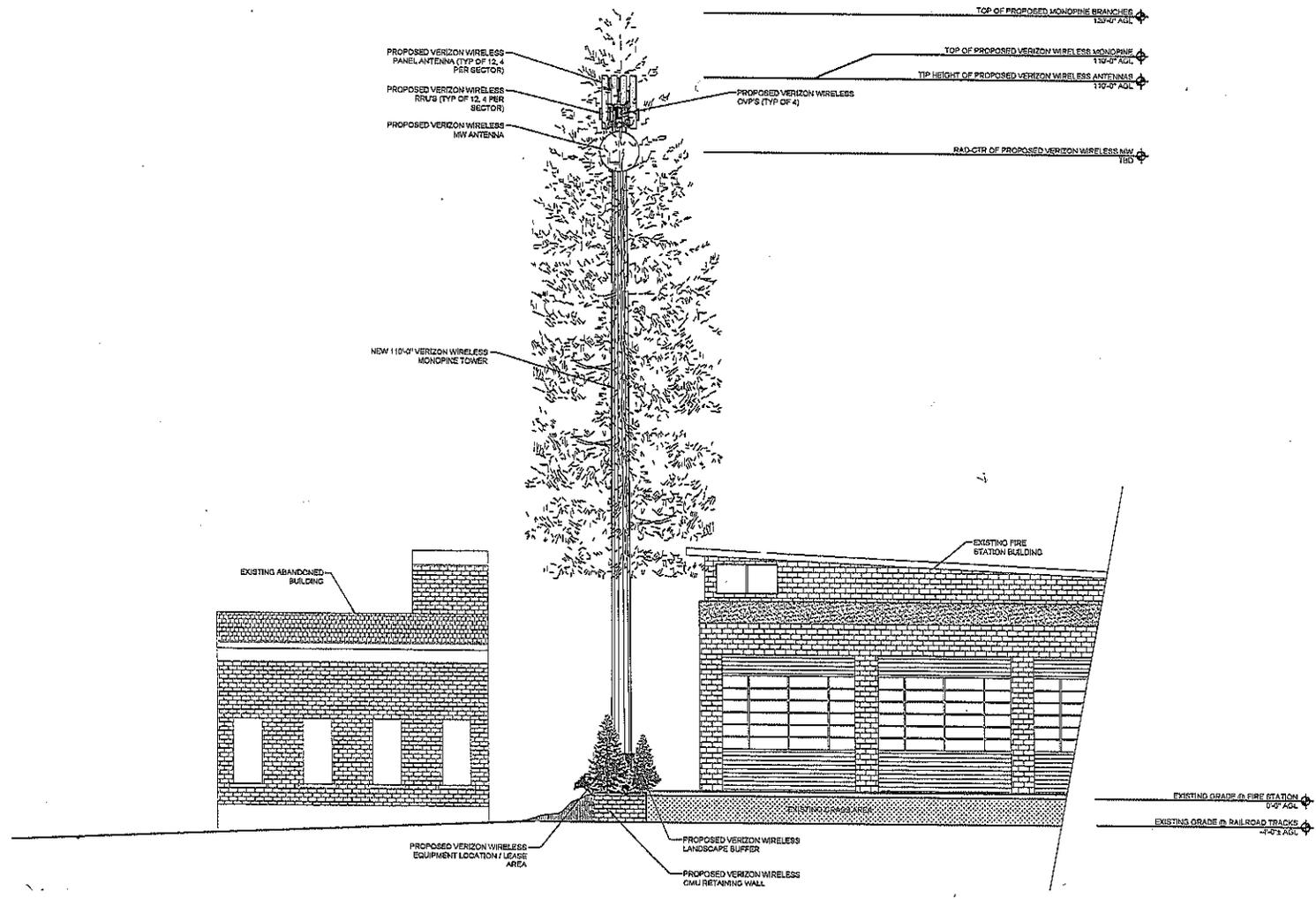
Project/Trade: **md7**

A/E Team: **Acom CONSULTING INC.**

Project Info: **OR4 DUNDEE**
 750 N. HWY 99W
 DUNDEE, OR 97115

Drawing Title: **ENLARGED SITE PLAN**

Project Number:	Date:
RM	10/25/16
Project Manager:	Designer:
AM	KM
Revision No:	Sheet No:
A	A-1

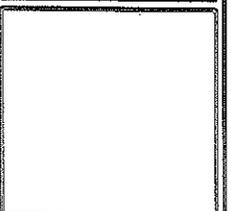


27'0" SCALE 3/16" = 1'-0"
115'0" SCALE 3/32" = 1'-0"

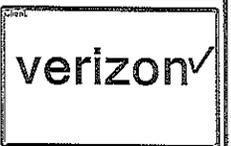


PROPOSED EAST ELEVATION (MONOPINE) 1

NO OFFICIAL DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ASSES. SUPPLIER OF ANY DEVICE OR SPECIFIC INFORMATION ON IDENTIFICATION TO WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL APPROVALS. ALL PORTIONS OF THIS DRAWING ARE SUPERSEDED BY THE LATEST REVISION. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF ACOM CONSULTING.



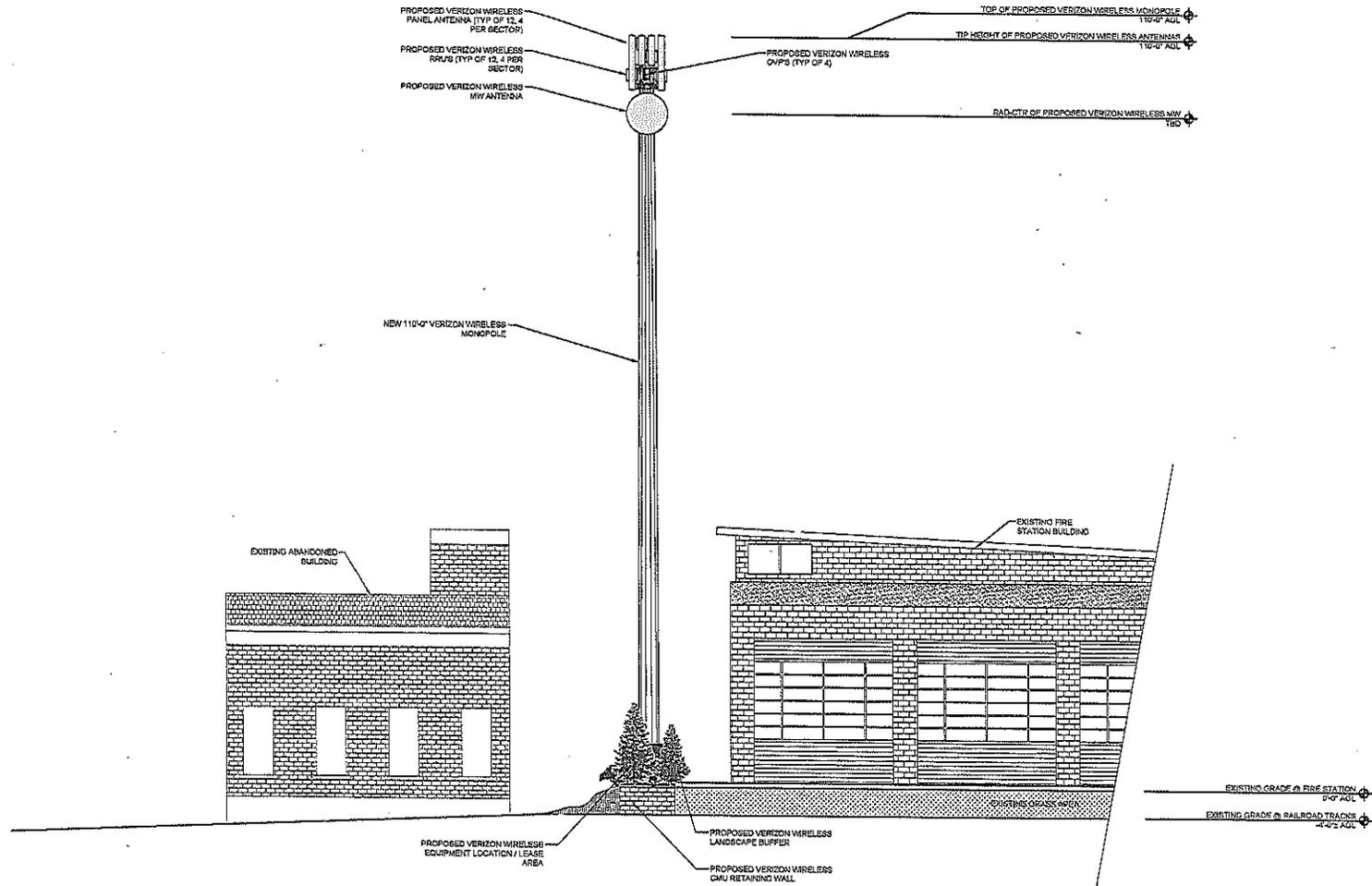
No.	Date	Revision
A	10/26/16	REVISED SITE SKETCHES
B	-	-
C	-	-
D	-	-
E	-	-



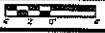
Project Info
OR4 DUNDEE
 730 ALBANY DR
 DUNDEE, OR 97115

Drawing Title
PROPOSED EAST ELEVATION (MONOPINE)

Project Number	Date
RM	10/26/16
Design	KM
Project Manager	Professional of Record
AM	RJ
Revision No.	Sheet No.
A	A-2



22'x36' SCALE: 3/16" = 1'-0"
 11'x17' SCALE: 3/32" = 1'-0"



PROPOSED EAST ELEVATION (MONOPINE) 1

DO NOT SCALE DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ANGLE CORRELATIONS OF ANY OBJECTS OR OBJECTS TO BE MAINTAINED. ADDITIONAL TO VERIFY DIMENSIONS SHALL BE INDICATED BY THE DRAWING. APPROVAL: ALL PROVISIONS OF THE DRAWING ARE SUPERSEDED BY THE LATEST REVISION. ALL DIMENSIONS AND SPECIFICATIONS SHALL BE THE PROPERTY OF ACOM CORPORATION.

No.	Date	Revision
A	10/20/16	REVISED SITE SKETCHES
B	-	-
C	-	-
1	-	-
2	-	-



Project Info:
OR4 DUNDEE
 755 N. HWY 99W
 DUNDEE, OR 97115

Drawing Title:
PROPOSED EAST ELEVATION (MONOPINE)

Project Number:	Date:
RM	10/20/16
Project Manager:	Designer:
AM	KM
Revision No.:	Professional or Honor.:
A	RJ
	Sheet No.:
	A-2

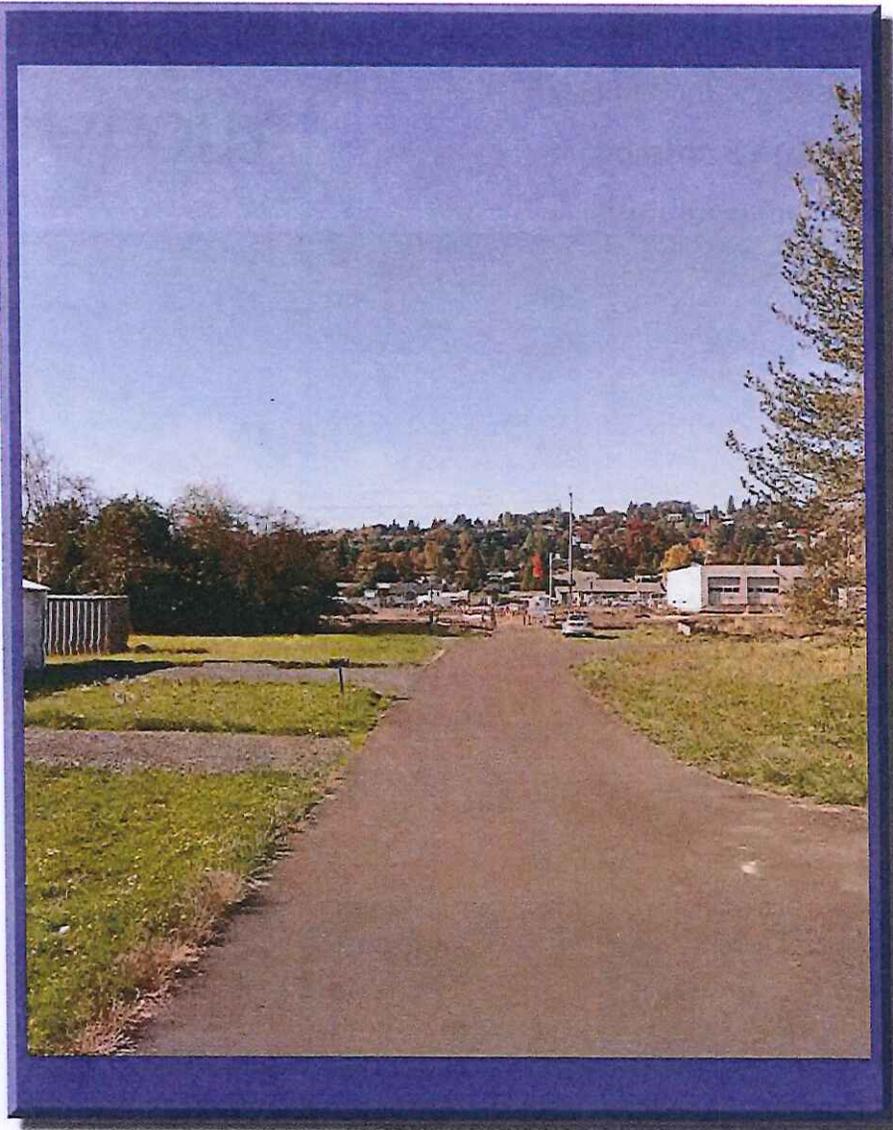


- Tower location
- Photosim #1 (Western view from SE 8th St)
- Photosim #2 (North Eastern view from SE 10th St)
- Photosim #3 (South Eastern view from SW Linden Ln)
- Photosim #4 (Southern view from HWY 99)

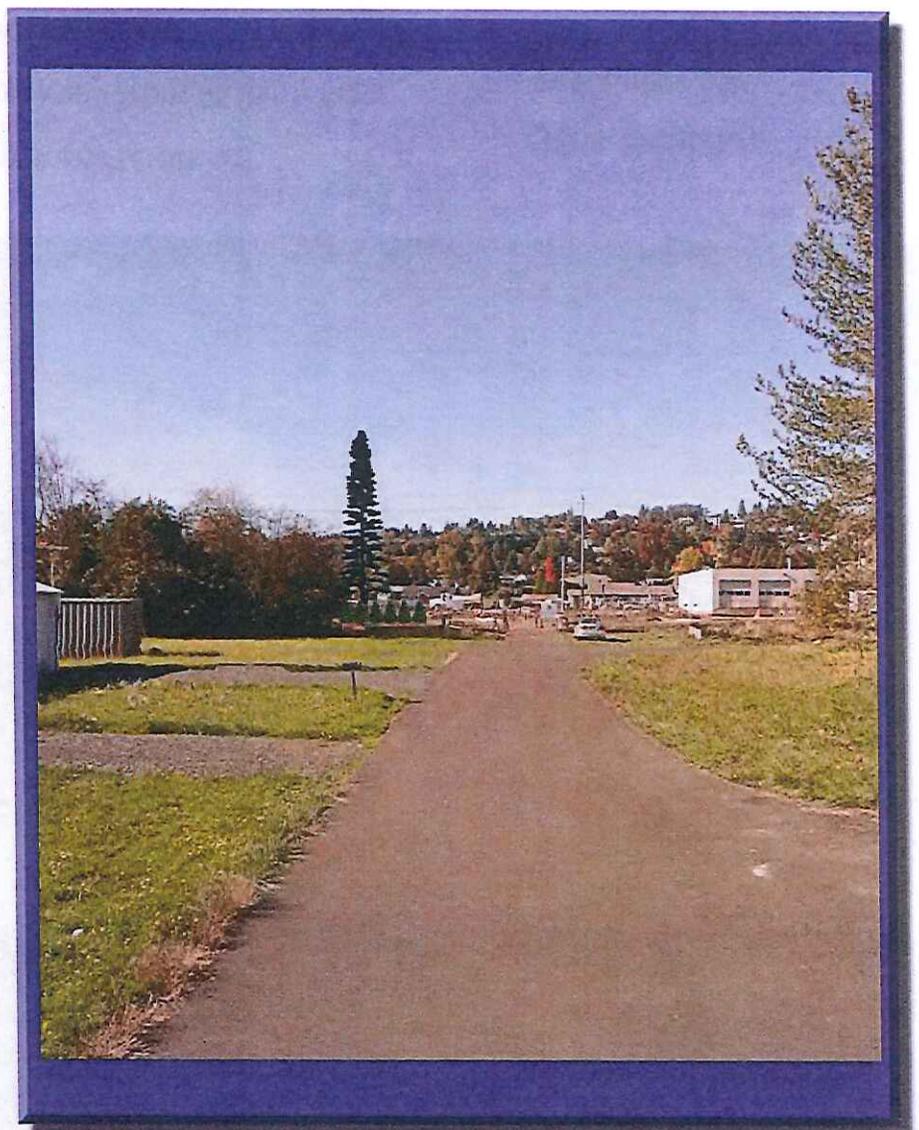


OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115



Before



After

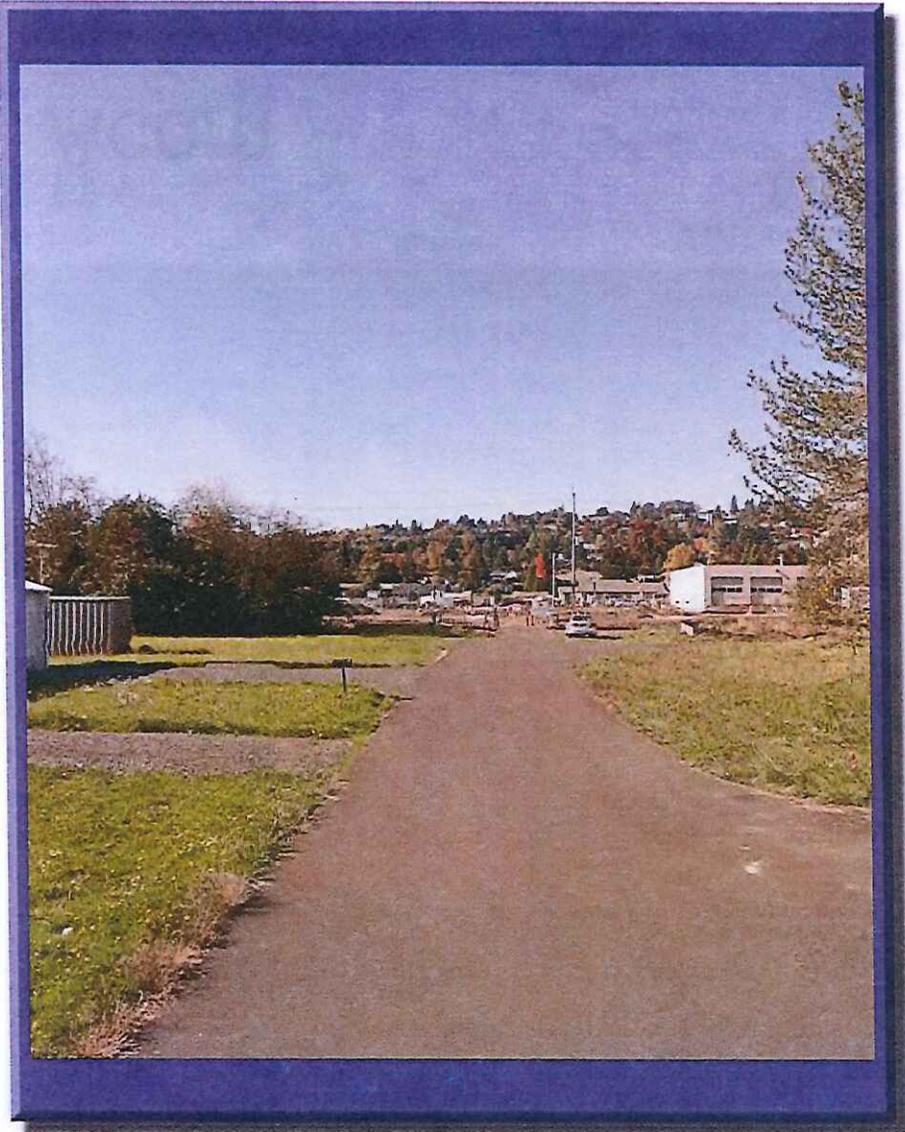
View looking West
from SE 8th St

This document is
conceptual and
informational only.
Visual impacts will be
affected by location and
visibility of observer

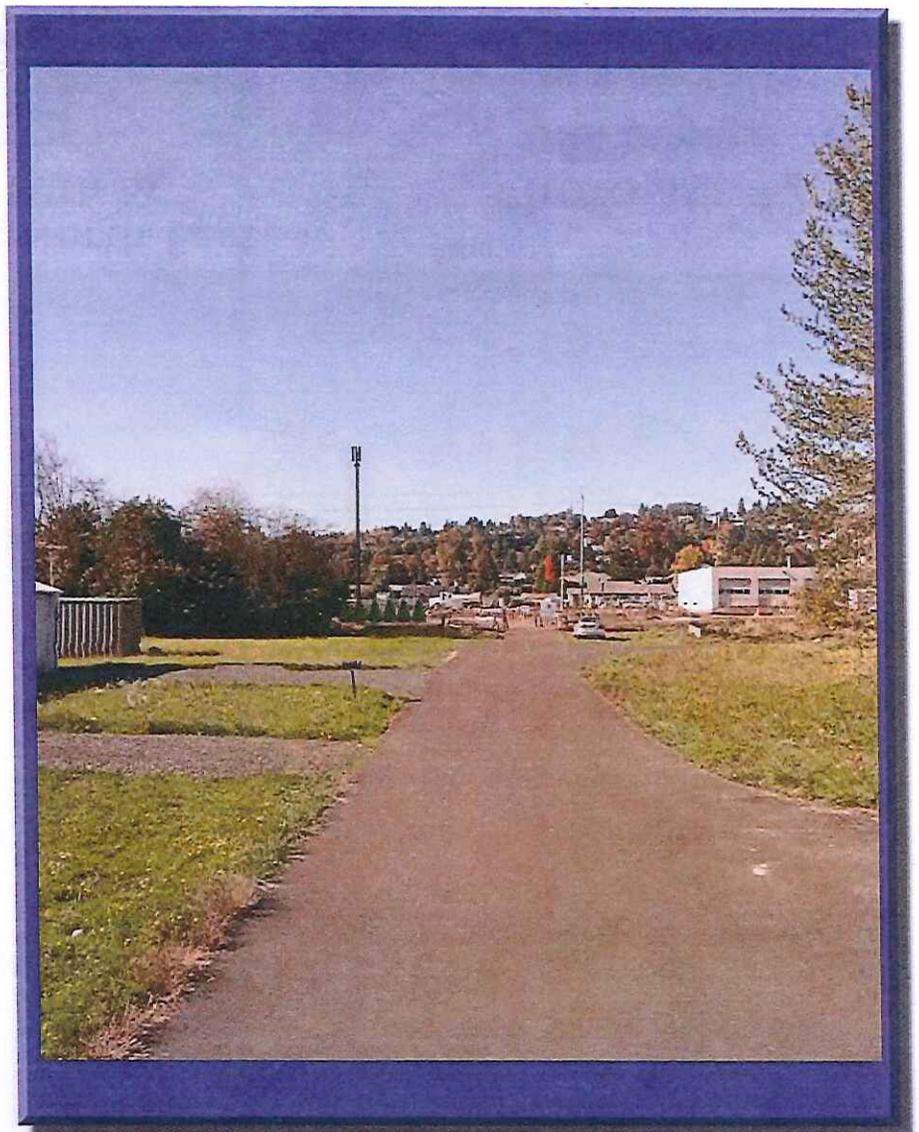
Photosim #1

OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115



Before



After

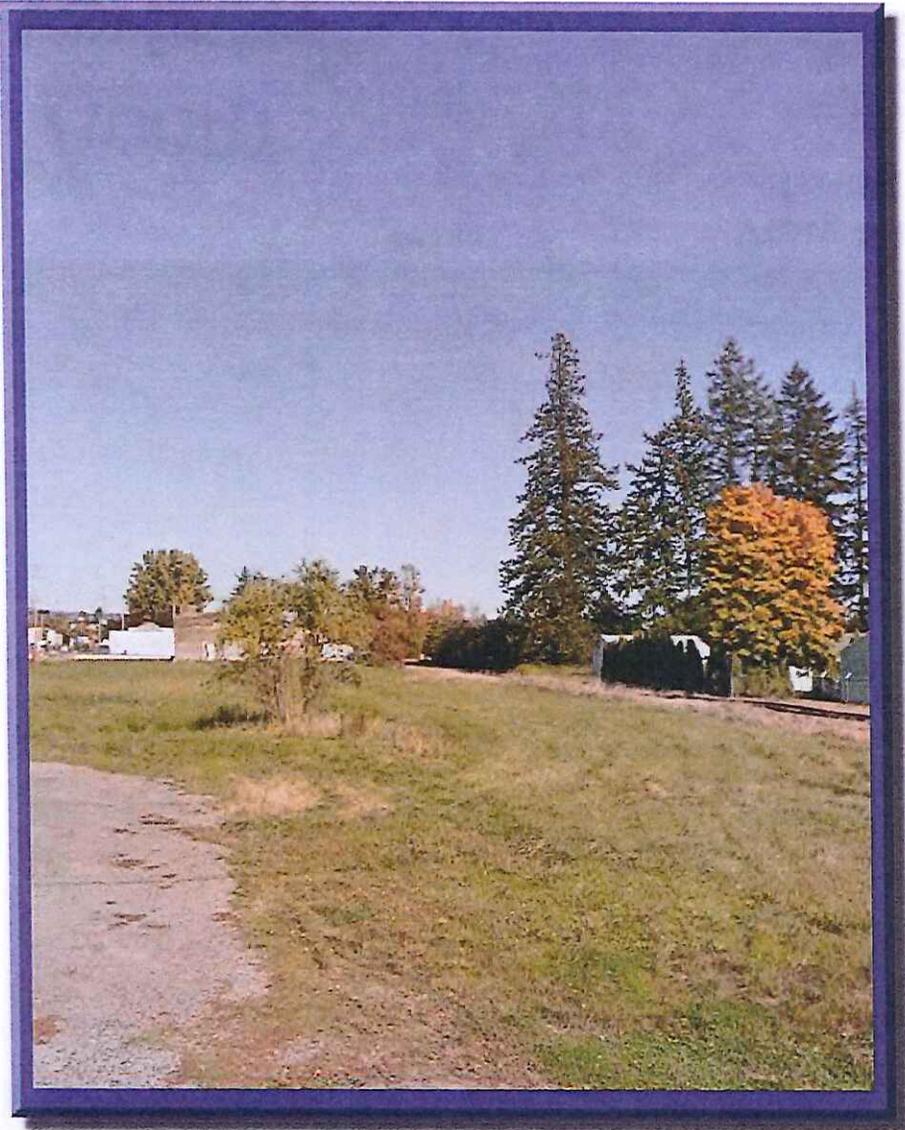
View looking West
from SE 8th St

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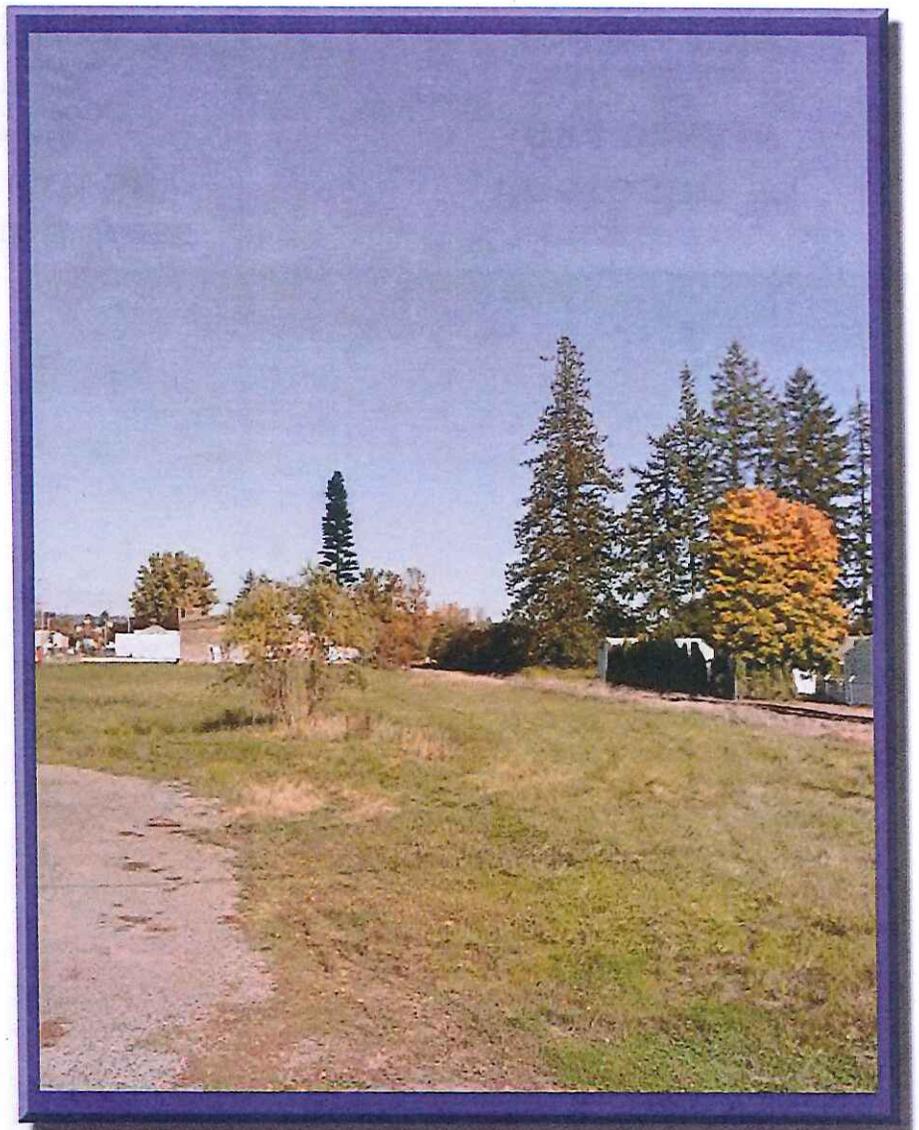
Photosim #1

OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115



Before



After

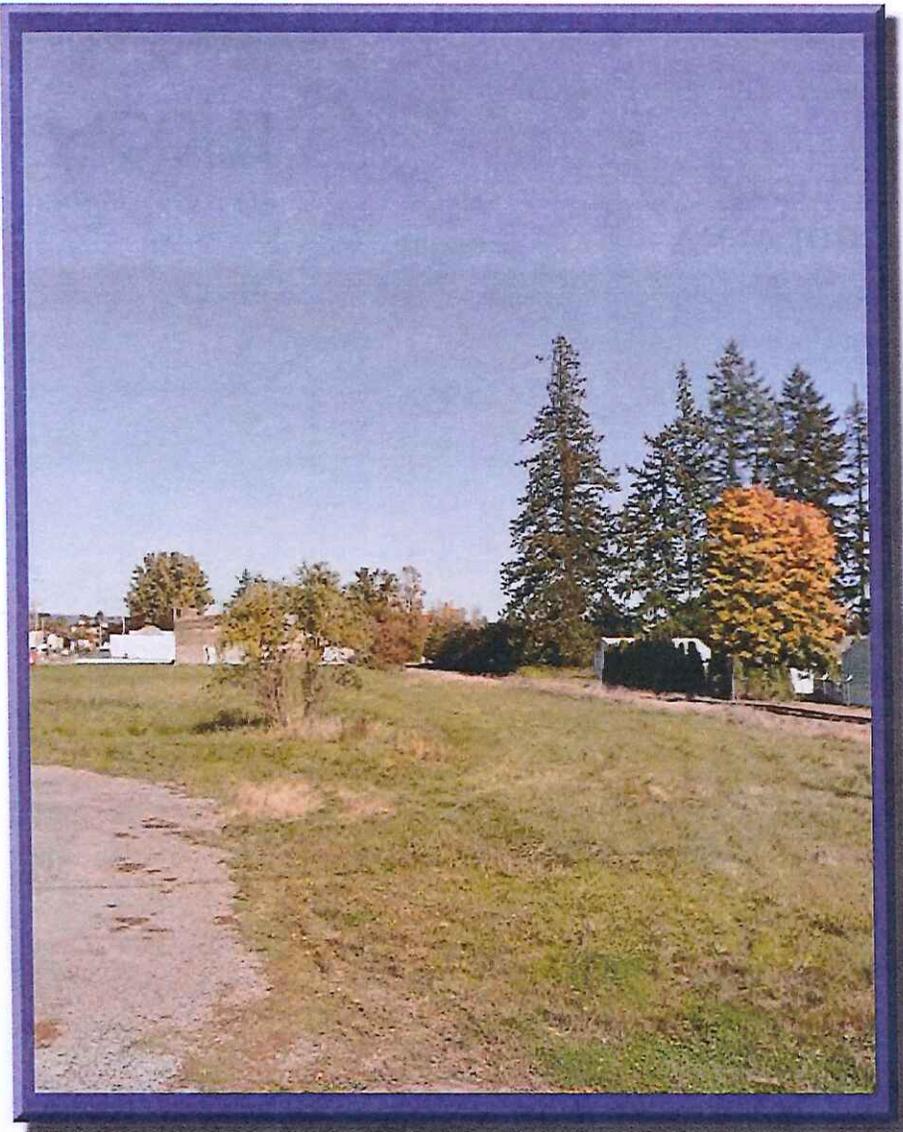
View looking North East
from SE 10th St

Photosim #2

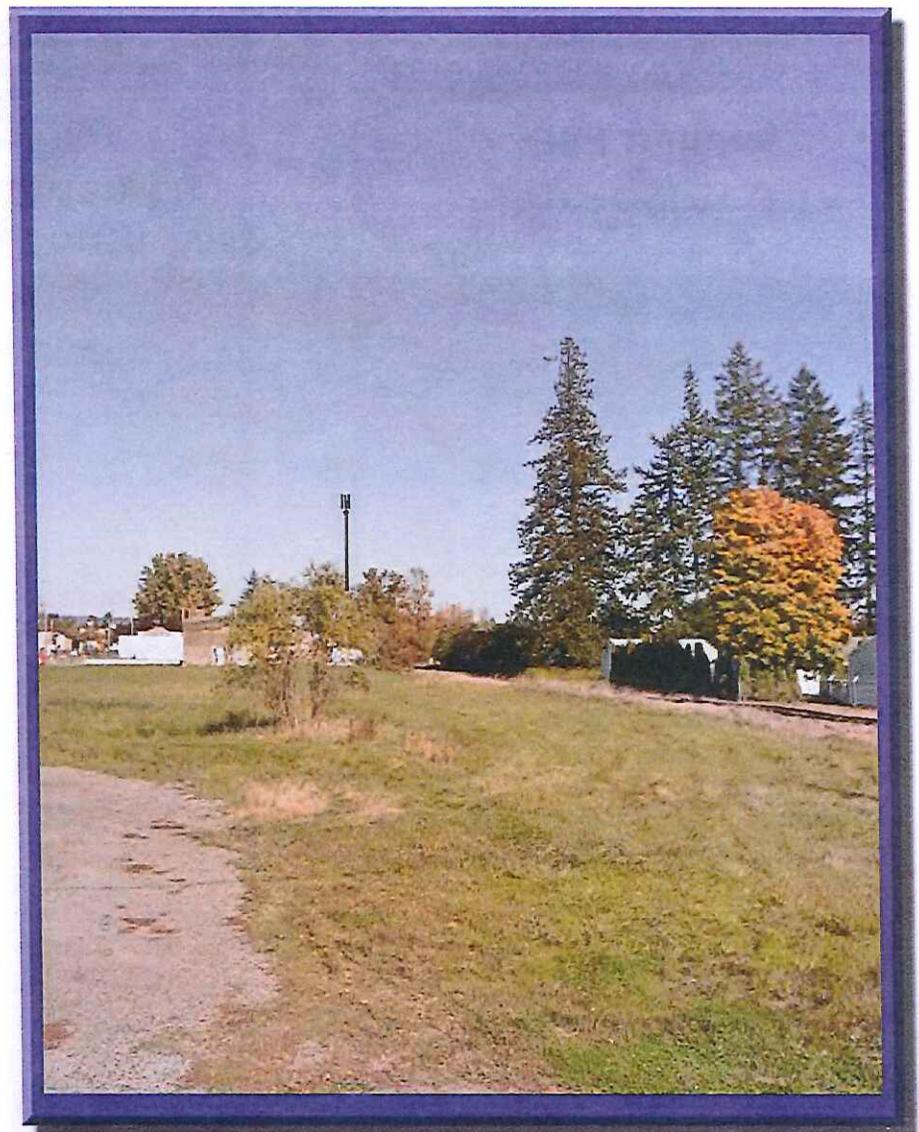
OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115

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Before



After

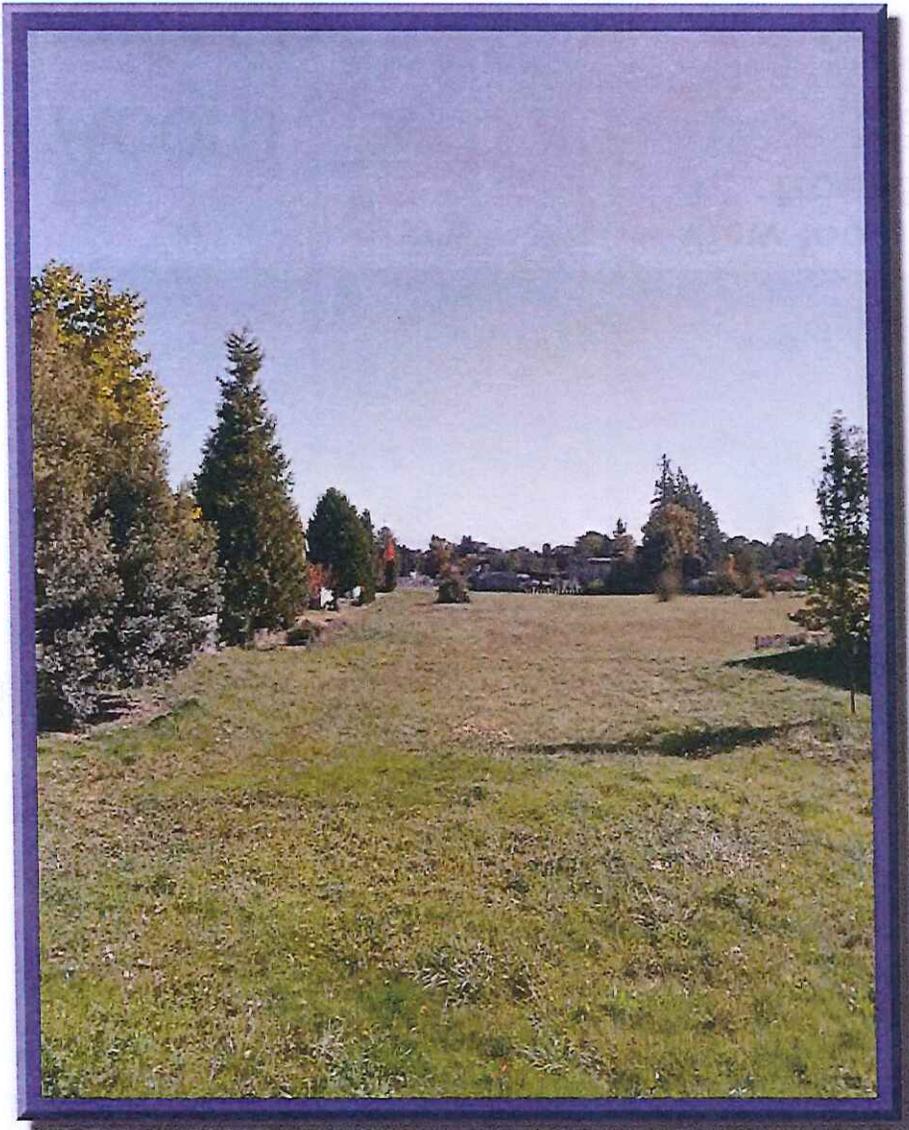
View looking North East
from SE 10th St

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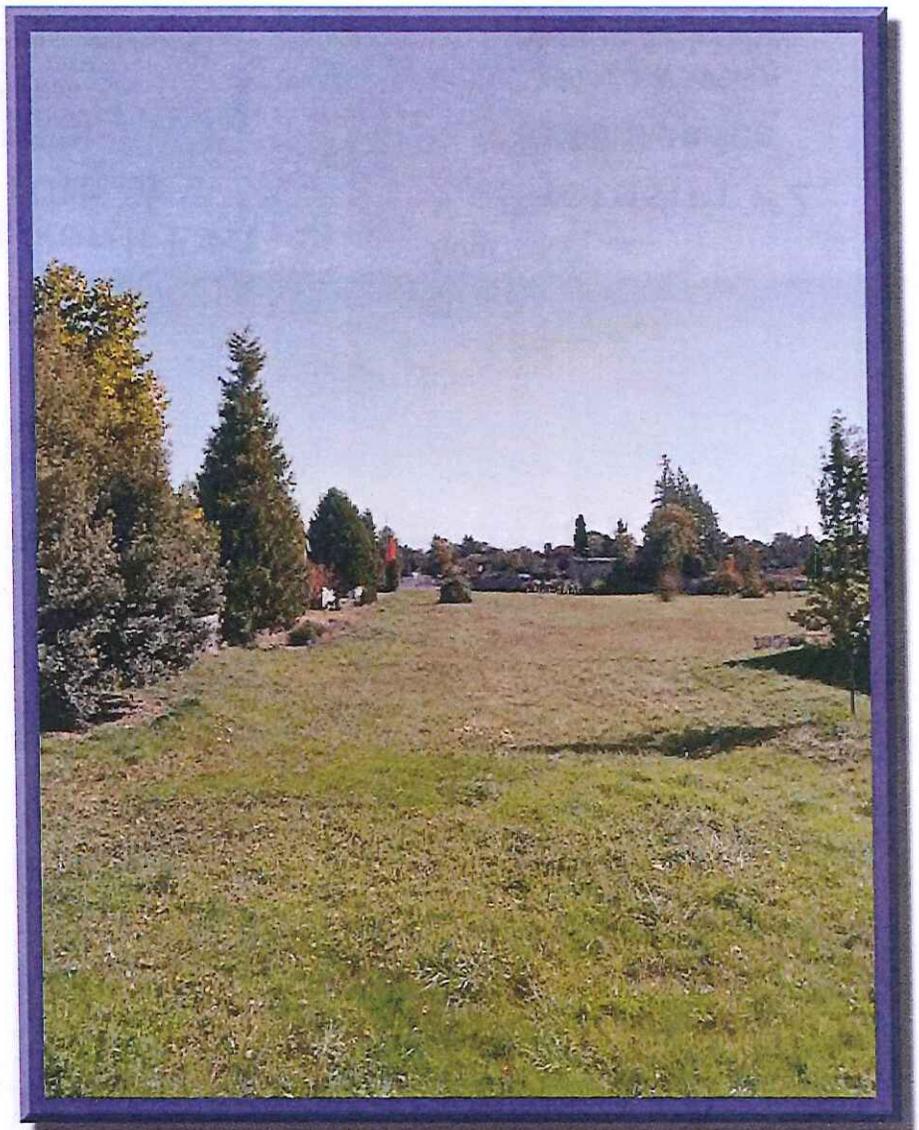
Photosim #2

OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115



Before



After

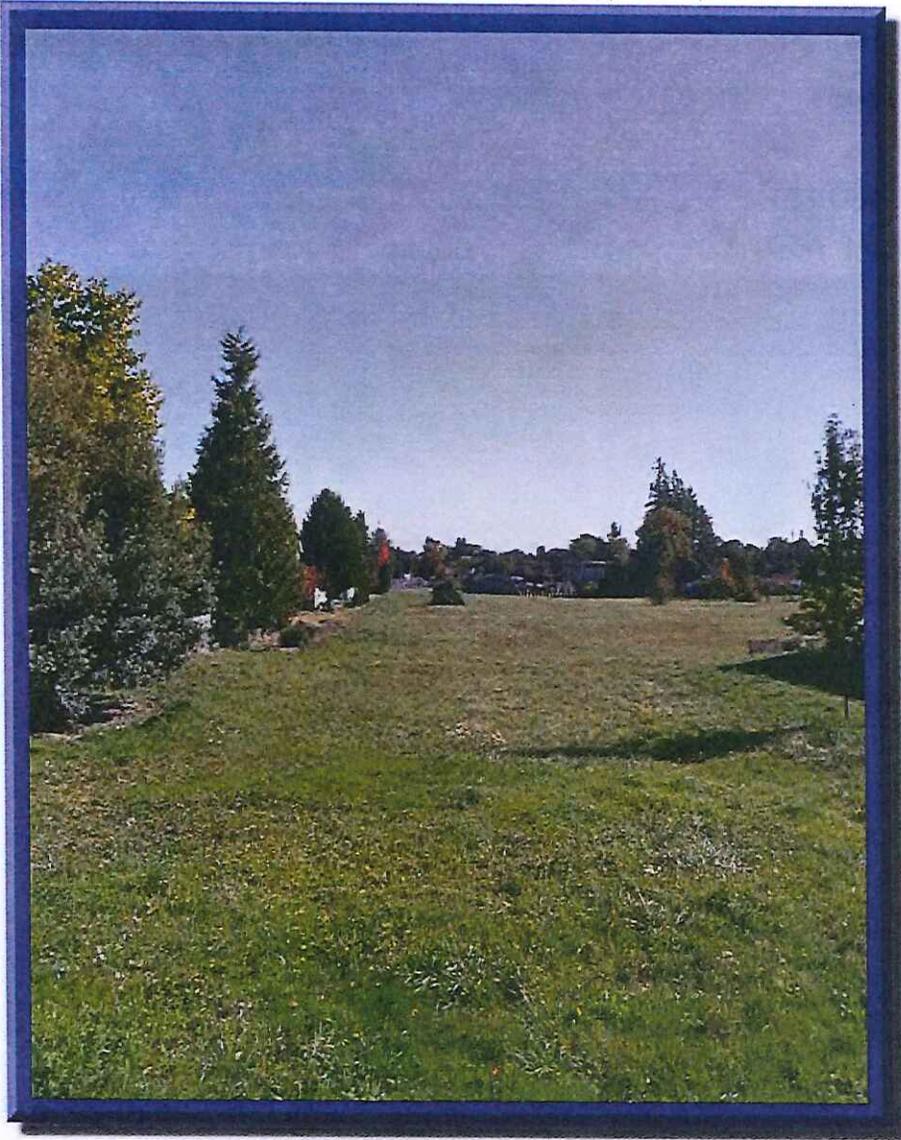
View looking South East
from SW Linden Ln

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informational only.
Visual impacts will be
affected by location and
visibility of observer

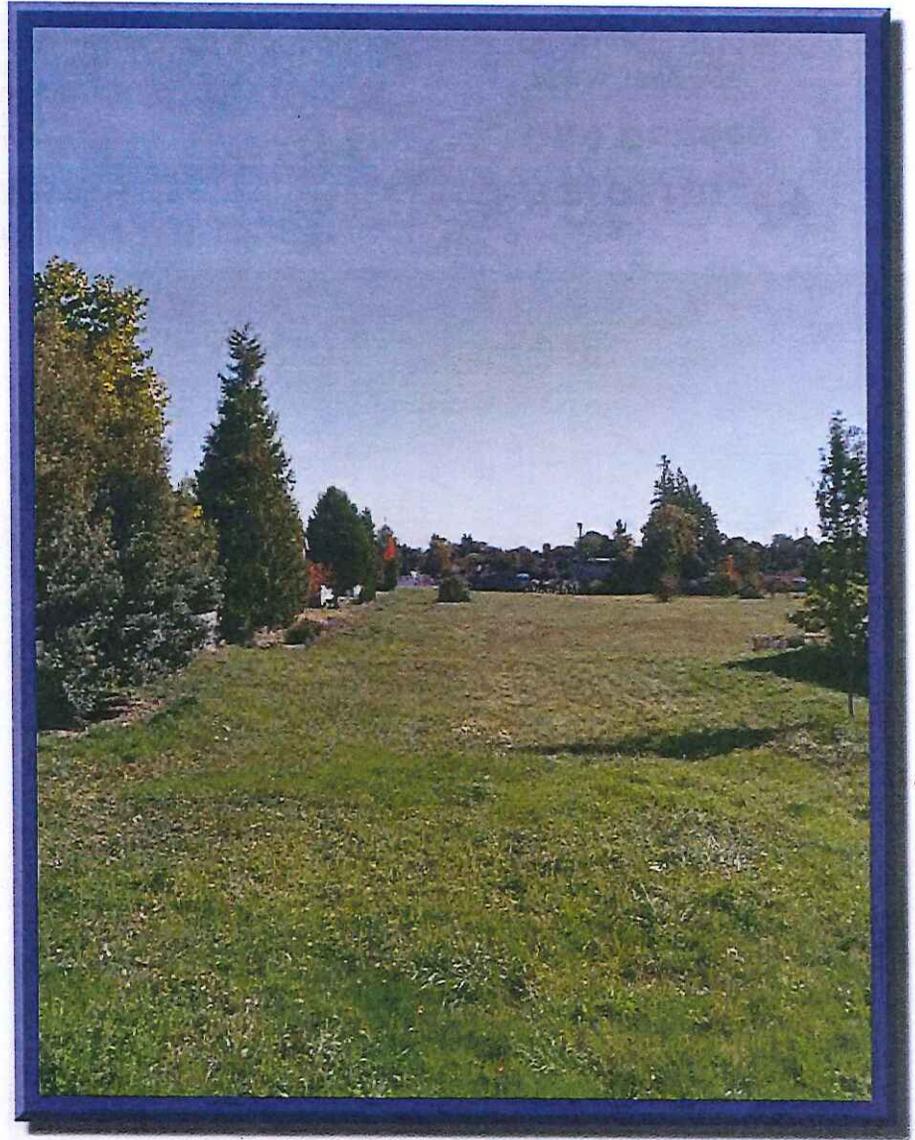
Photosim #3

OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115



Before



After

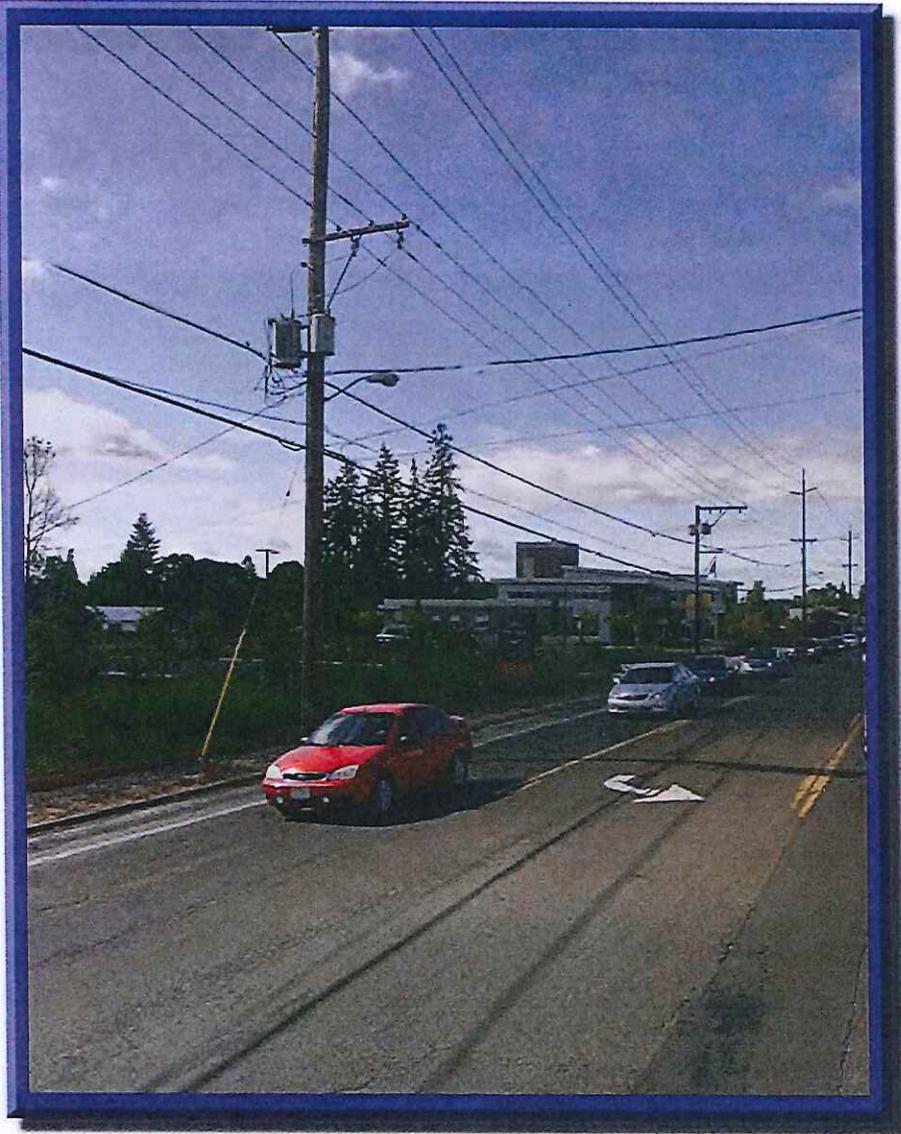
View looking South East
from SW Linden Ln

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informational only.
Visual impacts will be
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visibility of observer

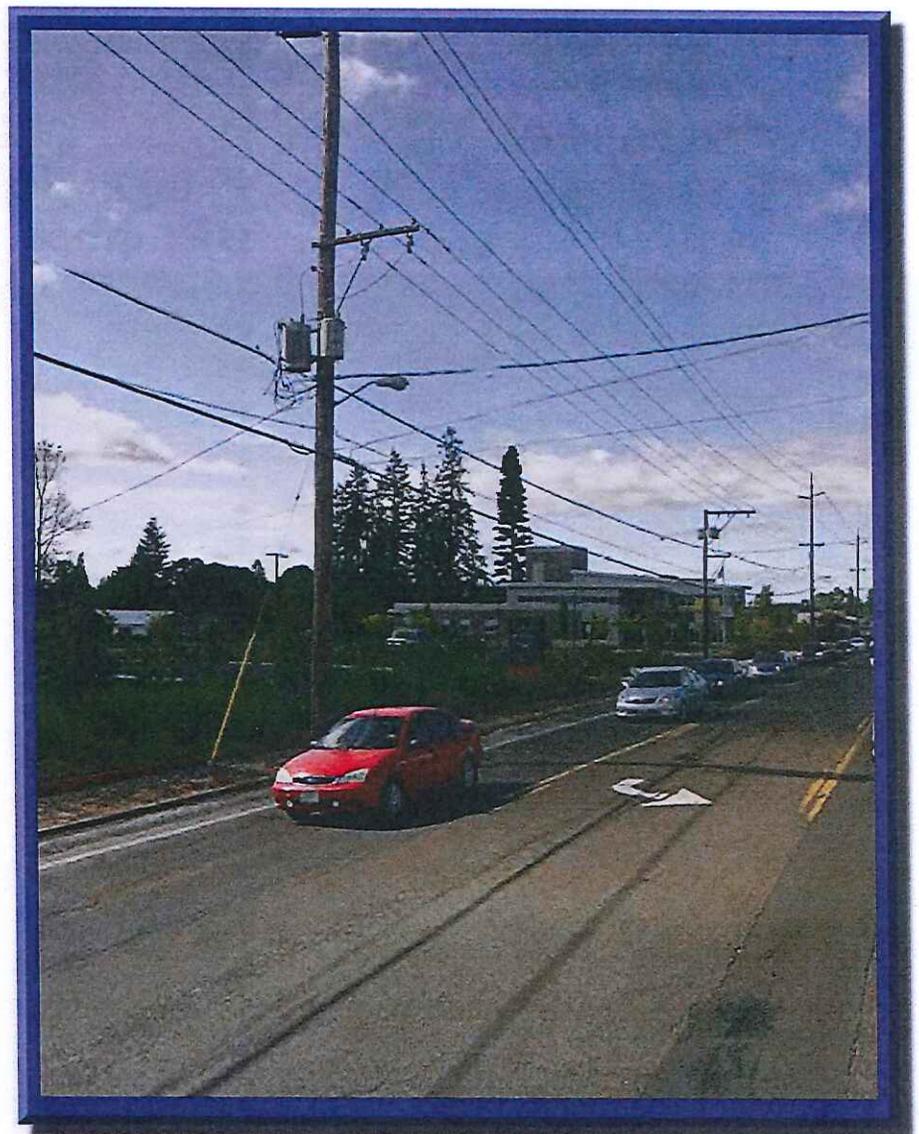
Photosim #3

OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115



Before



After

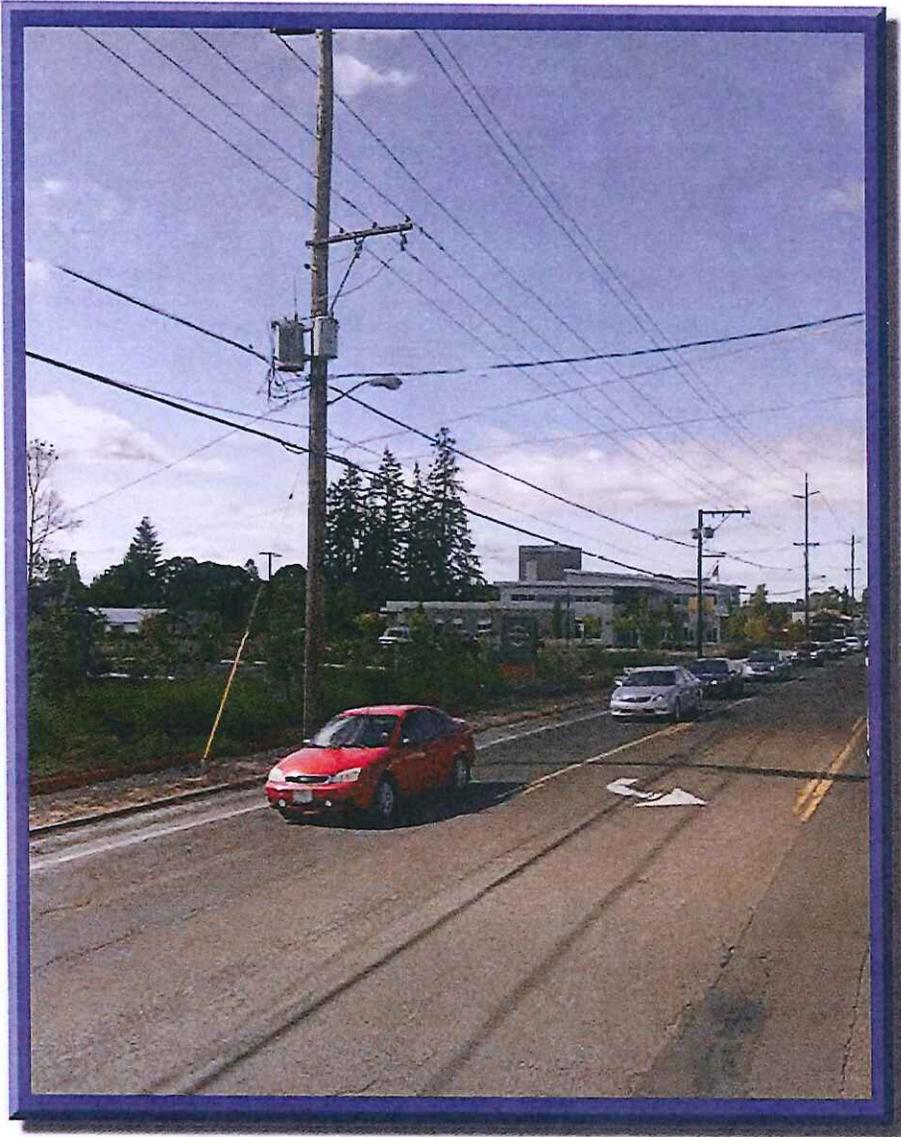
View looking South
from HWY 99

This document is
conceptual and
informational only.
Visual impacts will be
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visibility of observer

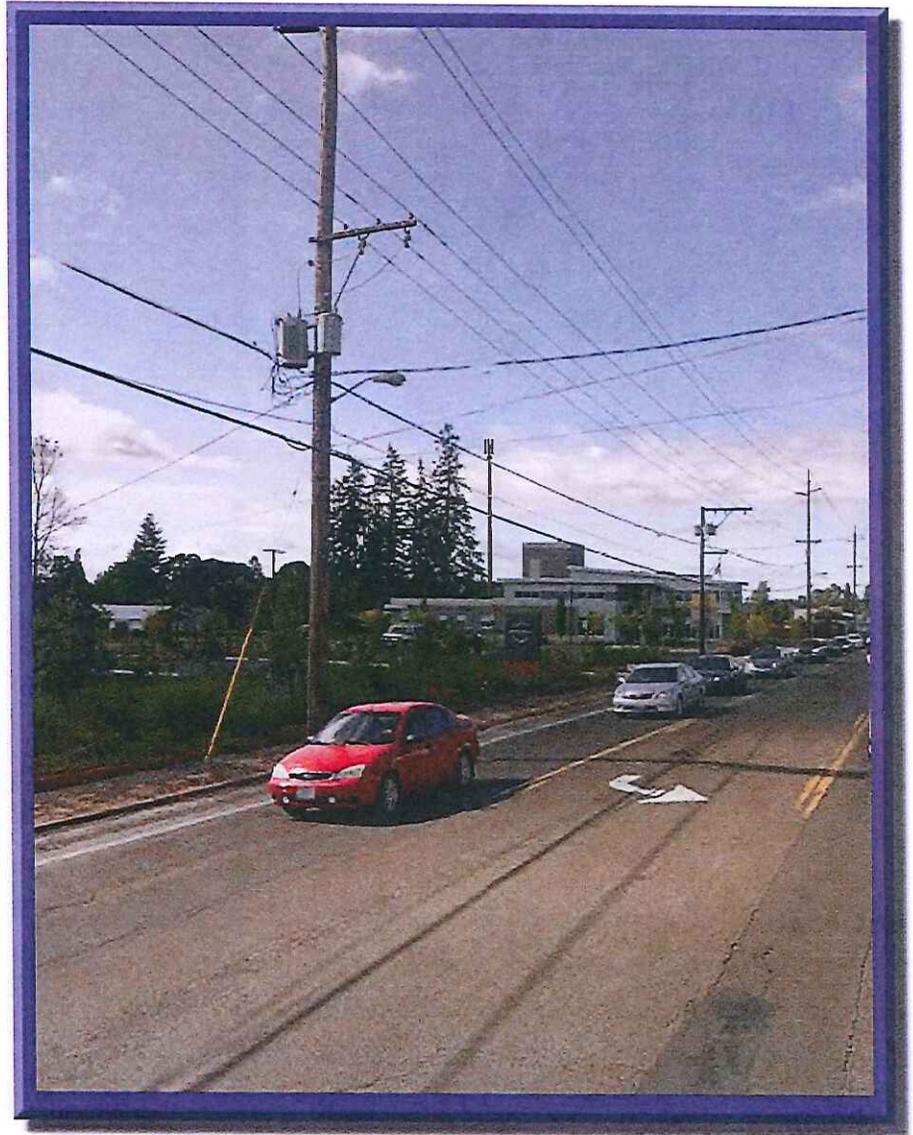
Photosim #4

OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115



Before



After

View looking South
from HWY 99

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informational only.
Visual impacts will be
affected by location and
visibility of observer

Photosim #4

OR4 Dundee

759 N. HWY 99W
Dundee, OR 97115