

**CITY OF DUNDEE
CITY COUNCIL MEETING
Fire Hall Community Room**

801 N. Highway 99W, Dundee, OR 97115
City Hall Phone: (503) 538-3922 Website: www.DundeeCity.org

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

JANUARY 21, 2020 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. Councilors will generally not respond to comments except to ask clarifying questions. Council may direct concerns raised by the speaker to the City Administrator or place the issue of concern on the agenda for Council discussion.
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, January 7, 2020 Pages 1-8
 - 5.2 Financial Report Ending December 31, 2019 Pages 9-30
Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 Third Street Trail Improvement Pages 31-38
Action Requested
 - 6.2 Red Hills Drive Water Main Extension Bid Pages 39-44
Action Requested
 - 6.3 Niederberger Storm Drain Improvements Bid Pages 45-50
Action Requested
 - 6.4 Highway Street Light Project Pages 51-56
Discussion
 - 6.5 2020 Council Goal-Setting Process Pages 57-58
Action Requested
7. New Business:
 - 7.1 Pickup Truck Quote Pages 59-62
Action Requested
8. Council Concerns & Committee Reports

9. Mayor's Report
10. City Administrator Report
11. Public Comment: Each speaker will be allowed up to 5 minutes to speak after being recognized by the Mayor. Out of courtesy for the speaker, please refrain from talking.
12. Executive Session: In accordance with ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
13. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Street Lighting
 - 1.2 ODOT Phase B Highway 99W Improvements
2. Planning/Land Use
 - 2.1 Dundee Riverside District Code Amendment
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Helipad Standards
 - 2.4 Pending Type II or Type III Land Use Applications:
 - 2.4.1 Sitton View Subdivision
3. City Council
 - 3.1 Update SDC Methodologies
 - 3.2 LID 2013-01 Final Assessment Ordinance
 - 3.3 Storm Drain Master Plan Update
4. Parks & Trails
 - 4.1 Harvey Creek Trail Property Rehabilitation
 - 4.2 WWTP Nature Park
5. Next Available Ordinance & Resolution No's.
 - 5.1 Ordinance No. 572-2020
 - 5.2 Resolution No. 2020-01

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.

**CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
January 7, 2020

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ; Council President Tim Weaver; Councilors Ted Crawford, Jeannette Adlong, Kristen Svicarovich and Patrick Kelly. Absent: Storr Nelson. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

Delwin Linck, Newberg-Dundee Public Safety Association (NDPSA); Angela Linck, Tom & Xan Sattler, Brian Hagen, Paul Rapet, Heather Fults and Jeromy Pilon, NDPSA; Chief of Police, Brian Casey, Police Captain Jeff Kosmicki, and Chris Briggs, Dave Junkin and Dennis Hohstadt, Newberg-Dundee Police Department (NDPD); Ed Carlisle, Doug Pugsley; Dustin Swenson; Rebecca Minifie; Jill Bilka; Mark & Judy Tokstad, 459 SW Dogwood Drive; and Tal & Lisa Munson, 441 Dogwood Drive.

Agenda Changes

A presentation from the Newberg-Dundee Police Department was added to the meeting agenda.

Public Comment

Delwin Linck, Newberg-Dundee Police Department, approached Council and indicated that he was representing the NDPSA tonight. He explained that in November they read a letter of support for their police administration to the Newberg City Council; tonight they wish to share that message in Dundee. Linck read their statement from November 4, 2019 into record, a copy of which was added to the agenda packet.

Presentation: Employee Service Recognition

Mayor Russ acknowledged Office Manager, Sheryl Hartman, for 15 years of continuous service for the City of Dundee. Though Hartman was not in attendance at the meeting tonight, she will be provided with an award certificate and gift card from the City.

Presentation: Brian Casey, Newberg-Dundee Chief of Police – Annual Report

Brian Casey, Chief of Police, approached Council and provided them with information regarding the 2019 Police Department statistics for Dundee. He reviewed the information and noted that there were 3899 calls for service in 2019. Chief Casey discussed that Newberg and Dundee were ranked as the safest cities in Oregon for communities of their size, which he informed is quite an accomplishment given that they are located near the metro area. He discussed that the new radio tower will expand the radio coverage in Dundee for police and fire as well as EMS. Additionally, Chief Casey explained that the City of Newberg has also funded a radio upgrade project at a cost of approximately \$7 million; later this year the implementation of switching from the current system to the Digital 800 system will take place. The new system will help with interoperability; communication will be possible with virtually every police, fire & EMS entity in Washington, Clackamas and Multnomah Counties. C. Crawford inquired about the cost of the communication tower to which Chief Casey confirmed to be just over \$1 million; it is 260 feet tall and has an

additional 10 feet of antenna at the top. Chief Casey discussed the \$900,000 grant they received to complete the seismic upgrade to the police station, which will be the designated emergency operations center for police/fire if required. He explained that the NDPD is an accredited Police Department and discussed that they are in compliance with all of the nationally recognized standards for law enforcement. Chief Casey discussed that he is officially retired and is working back on a one-year contract; the hope is that Captain Kosmicki will be able to step in and take over as the Chief of Police at some point. It was noted that Captain Kosmicki began as a Reserve Officer and has been with the Department for 23 years. There was brief discussed about the management of abandoned recreation vehicles in the City.

C. Svicarovich inquired about how the Department feels the bypass has impacted the community. Police Chief Casey discussed that though it has been good for traffic, he acknowledged the complexities and frustrations of the bypass at the west side of Dundee. He discussed that there have been two fatalities on the bypass. It was noted that high speeds have been seen on the bypass and approximately 10 cars stopped for speeding in excess of 100 mph. Though the bypass was noted to have made an impact on local traffic congestion, the congestion on Highway 99W in Dundee does seem to be gradually increasing; it has been estimated that by the year 2025 the traffic count will be essentially the same as it was before the bypass, approximately 40,000 vehicles per day.

C. Adlong inquired about whether an Animal Control Officer would likely be added back to the Department. Chief Casey explained that though at the current time there is no plan to implement an animal control officer, he is hopeful funding will be available at some point in the future as this would be very helpful to both communities. He discussed that a variety of animal control issues end up being handled by the police department, which can be very time consuming.

C. Crawford inquired about the City contract with the Police Department and noted that previously this has increased due to COLA (annual wage increases to the police officers). Chief Casey explained that the contract won't increase beyond that amount; the discussed projects have all been funded and paid for. It was noted that historically Dundee has not been asked to contribute towards these types of large projects. C. Crawford inquired about the details of the WCCCA radio project and Chief Casey discussed the details of the upgrade to digital 800 MHz radios. C. Crawford discussed that the Dundee Fire Department will be making decisions regarding upgrading their radios in the future; Chief Casey offered to provide his thoughts and feedback at a future time if Council felt would be helpful. Discussion ensued regarding communications County-wide. It was noted that presently Yamhill County can only communicate with Newberg-Dundee Police outside of their own jurisdiction.

Chief Casey briefly reviewed the services the NDPD provides to the community, and Council expressed their appreciation for the Department.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, December 3, 2019 and Item 6.2 Financial Report Ending November 30, 2019. The motion passed unanimously.

Old Business

Planning Commission Appointments

M. Russ announced that there are six applicants for four available positions on the Planning Commission. Each applicant present was invited to come before Council in the order presented in the meeting agenda packet. Rebecca Minifie approached Council and announced that due to

personal circumstances in her family, she would like to withdraw her application at this time. She emphasized the importance that City Councilors and the Planning Commission continue to consider the citizens on both sides of Highway 99W when making decisions for the future of Dundee. Maria Hinoveniu was not present at the meeting. Eugene Gilden, who has been actively serving on the Planning Commission, came before Council and addressed their questions. Dustin Swenson, who has been actively serving on the Planning Commission, approached Council and explained that he has a young family which is consuming a lot of his time right now; he offered to assist with Planning Commission if he is needed to fill a vacancy, but otherwise would like to step down and withdraw his application at this time. David Hinson, who has served on the Planning Commission previously, came before Council and addressed their questions. Doug Pugsley came before Council and addressed their questions. A **motion** was made and seconded to appoint David Hinson, Eugene Gilden, Doug Pugsley and Maria Hinoveniu to the Dundee Planning Commission. The **motion** passed unanimously.

2020 Council Goals Process

C.A. Daykin discussed the options for the 2020 Council Goals process as outlined in the agenda packet on page 47. Conversation ensued regarding the potential options for the process. The consensus of Council was to move forward with the goals process with the consultant through the COG program (fixed fee-based program). C.A. Daykin indicated that he would provide a survey to Council to determine the best dates/times for the group as full participation would be needed. It was noted that the interviews would be conducted as a separate process outside of the goal setting meeting, and C.A. Daykin will reach out to Sue Dicile so she can begin this process.

New Business

Third Street Trail Improvement

Judy Tokstad, 459 SW Dogwood Drive, approached Council and discussed the concerns she also detailed in her email to Rob Daykin on page 57 of the agenda packet. She noted during her discussion that she and her husband had previously worked with attorney, John Bridges, regarding granting the City the 25 feet of property requested. Discussion ensued and Tokstad expressed concerns about safety associated with the removal of the looped ingress/egress access to their property from Dogwood through the Third Street right of way. She stated that the proposed project would definitely negatively impact their property. Tokstad inquired about the fencing details on the conceptual plan to which C.A. Daykin explained that if the project is approved and the grant received there will be future meetings to discuss the design and details of the trail improvement.

Tal Munson, 441 SW Dogwood Drive, approached Council and indicated that he has many of the same concerns expressed by Tokstad. He explained that his biggest concern is the ingress/egress access to his home to the north on the map. C.A. Daykin offered clarification that what the plan shows is that what is to the north of the fence would be still retained as driveway to access Munson's lower garage facing Third Street since that is the only pragmatic route. Additional discussion ensued. Munson expressed concerns about the location of the covered area shown on the conceptual plan as well as concerns about pedestrians and potential vehicular traffic in the area.

Though C. Adlong emphasized with Tokstad about their driveway access, she pointed out that in order for the City to potentially acquire the grant from the State, the City cannot utilize a driveway for access; it would also be very dangerous for those traveling on the trail (including children) to cross over a driveway area. C. Adlong explained that the expense of the project would require the City to obtain a grant in order to be able to complete the improvements. She pointed out that a berm placed by a neighbor of Tokstad's was actually placed in the middle of

the Third Street right-of-way (not on their own property), likely in an attempt to make their property larger. In doing this, C. Adlong explained, it made the right-of-way area for people to walk more narrow and less enjoyable than it was before. C. Adlong discussed that the proposed trail in this location is the Dundee Parks and Open Space Plan, which was adopted by City Council. She also explained that extending the curb beyond the Tokstads' driveway may create an on-street parking space which could be helpful. Tokstad pointed out that the area in front of their driveway is a dangerous location; traffic doesn't always obey the stop sign and oftentimes vehicles travel in excess of the speed limit. In addition, she suggested there should be a recorded easement on Third Street though C.A. Daykin could only reference a deed for the roadway purpose on page 59 of the agenda packet. He explained that when he searched the official record he found that this was constructed as part of the development for the Graystone subdivision; the City had required them do offsite improvements on Dogwood and the initial applicant agreed to it (which was a decision of the Planning Commission) though later new developers and contractors came on board and questioned doing this work. C.A. Daykin discussed that it was part of the official decision; the City provided over \$70,000 of funds to assist with those improvements because part of the improvements were deferred from a prior subdivision across the street. Additionally, he explained that one item noted in the record by the engineer of record at that time was that any need for ROW to accommodate the modified Fifth Street intersection of Upland/Dogwood is the responsibility of the Developer and not the City (though he did reference that the City could act as a mediator in the process). C.A. Daykin explained that other than this deed, he was unable to locate any other official record or announcement made regarding this document in the City Council minutes. He discussed that he is unsure of what exactly transpired or whether a City official participated in the process. C.A. Daykin offered that C.E. Reid is present tonight to discuss any issues dealing with the design or the use of the existing driveway before and after, and to answer any questions that the City Council might have.

M. Russ noted that at the bottom (southern) portion of the conceptual plan there is a bit of a space between the proposed walkway and the ROW; he inquired as to whether this would be accessible for use by the Tokstad's. C.E. Reid explained that the proposed plan would block off the side drive through; it would not need to be eliminated completely and could still be used for parking. C. Svicarovich pointed out that their driveway would end essentially at the ROW line and C.E. Reid confirmed that there would be an 8-foot-wide landscape buffer between the two areas. He also explained at the more northern property location the proposal would be to reduce the width of the driveway so that the property owners could still access that lower garage through the ROW.

Concern was expressed about whether there is a need for an 8-foot-wide trail given the light volume of people that were noted to utilize the area. C. Kelly voiced support that part of the reason for the lighter pedestrian traffic is because many residents use it hesitantly as they are unsure of whether the area is private property. C.A. Daykin explained that the Parks Advisory Committee had discussed the option of an asphalt path, which would be a minimum is 8 feet in width using paving equipment, as well as a 6-foot-wide concrete pathway option.

C. Svicarovich discussed that as the City Council, they are responsible for being stewards of the public ROW and making the best decisions about the public ROW for the members of the community. She explained that her concern is that this is ROW that has been used over time by adjacent property owners because it has been there, and the ROW has not actually been utilized to its best ability. She voiced support that the addition of a trail connection would be utilizing the property to its best ability. Additionally, she pointed out that having a trail connection in this location versus having a roadway connection is the preferred direction at this time. C. Svicarovich stated that allowing this piece of property to remain undeveloped because of adjacent property owners using public ROW for their own private use is not a decision she (as a City

Councilor) would feel good about as it would not be in the best interest of the community; the best interest of the community is to develop the land. C. Svicarovich voiced that in her opinion creating a public trail would be an excellent use of the property; it is something which has been adopted in the Parks Master Plan and is something which would be a tremendous benefit to the community. C. Svicarovich also emphasized with the adjacent property owners who feel impacted by this change and in how things will function for them. She reviewed that at this point in time, since there is no documentation of an easement for the driveway access, her viewpoint is that a park/trail area is the best use of that public ROW. M. Russ voiced support of this use as well. He also pointed out that while this Council feels a trail would be beneficial, if no changes are made to the property a future Council could potentially feel that a road in that location would be preferred. C. Svicarovich discussed that though it's not ideal or in best practice to have a driveway that close to an intersection, it is seen in existing condition throughout the community and is not uncommon. She explained that the Tokstads' are fortunate in that they have an all-way stop adjacent to the intersection near their home; there are therefore lower speeds associated with vehicles approaching the intersection as well as accelerating from the stop. Tokstad noted that vehicles do indeed seem to travel through the area at accelerated rates of speed even given the stop sign. Tokstad indicated that she will check with their attorney's office to see what paperwork may still be on file regarding their property. Additional discussion regarding the history of the intersection area ensued, and C.A. Daykin noted that over the past 14 years to his knowledge there have not been any incidences of accidents or problems.

The consensus of Council was to support moving forward with the grant application process for the Third Street Trail Improvement project. The Tokstad's were informed that this would provide another opportunity for them to provide any new information they'd like to share with Council which might bear any light on the decision-making process. C.A. Daykin indicated that he will prepare a Resolution for the Council to consider and bring it back to the next Council meeting; there will also be an accompanying document that would designate a portion of this ROW as being restricted for park use for a certain number of years. Detailed discussion ensued regarding the grant application process for this project.

TE Grant Agreement Amendment No. 2

Amendment No. 2 to the TE grant agreement between ODOT and the City recognizes changes in the project's scope of work, including the reduction in available TE grant funds due to a prior exchange of grant funds for state funds that were provided directly to the City and changes to the City's obligation for sidewalk/streetscape work to be completed on Highway 99W. **A motion** was made and seconded to authorize the city administrator to execute Amendment Number 02 to the Transportation Enhancement Grant Agreement No. 28069. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Kelly noted the low response received on the 2019 Dundee Community Survey. He explained that he reached out to the Newberg School District to see if an announcement about the survey could be networked through their parent contact system though the request was denied. C.A. Daykin informed Council that the survey results were provided to them tonight in their mail folders. He explained that two years ago the City had approximately twice as many respondents to the survey than this year; next time the City will likely go back to providing individual mailings to each Dundee postal patron rather than including the information in the utility billing statements. It was noted that there was also an article about the survey included in the City Newsletter, though this was prior to the survey launch. M. Russ encouraged City Staff to consider utilizing Every Door Direct Mail in the future, which he described in detail. C. Adlong suggested that the survey may have been impacted by the holiday season, and C.A. Daykin offered that providing the survey at a different time of year might be beneficial.

C. Crawford provided a Tourism Committee update. He discussed that they created the Request for Proposal (RFP) for marketing and C.A. Daykin explained that it was emailed directly to four firms; there have also been two contacts who have noticed the advertisement on the League of Oregon Cities website. C. Crawford noted that presently the Committee is spending approximately \$10,000 a year on the marking/social media website maintenance though are prepared to increase this up to \$30,000 to \$50,000 per year. C. Crawford voiced that he anticipates being able to provide more information to Council on who the Committee selects by mid-February.

C. Kelly read a Newberg-Dundee Citizens Group Facebook post from December 29, 2019 where a citizen expressed concern regarding a child being approached by a slow-moving white van (detailed description provided) at First and Dogwood Streets. C. Kelly explained that he lives on Dogwood and was therefore particularly concerned about the post, though he did later see the described van which he noted to be driven by an elderly couple.

C. Crawford inquired about a transient lodging update and whether this will be added to the Planning Commission agenda to begin work on. C.A. Daykin reviewed that the Planning Commission had discussed doing a workshop on vacation rentals following other work being completed last summer; the City Planner has since left her position and things are now at a standstill until a new Planner is designated. C.A. Daykin explained that restarting the process utilizing the interim City Planner through the COG is not a favorable option.

C. Svcarovich inquired as to whether City Staff have received many applications for Accessory Dwelling Units (ADUs) as she notes that surrounding communities have seen a lot of them. C. A. Daykin indicated that he is unaware of anyone making an application at this time. He also pointed out that there was a legislative change that the City will need to correct in the Code; requiring additional off-street parking for an ADU is now prohibited.

C. Crawford again inquired about the new outbuilding located at 279 SW Third Street, suggesting it looks like a possible apartment. C.A. Daykin explained that the project is still not finished; he will check into the permit. Concern was expressed about the structure being built/engineered to the appropriate safety requirements for livability. C.E. Reid acknowledged that he reviewed the application for the engineering details which met appropriate standards, though doesn't recall the exact details of the project. C.A. Daykin indicated that he would confirm whether or not a restroom was included in the plans for the project and report back to Council.

Mayor's Report

M. Russ suggested that Council consider setting up some level of a forced density zone within the City, the first step of which he indicated would be to send a recommendation to the Planning Commission. He pointed out that though there presently isn't the land availability, he believes this should be in place as an option. Detailed discussion ensued regarding zoning options. C. Svcarovich pointed out that to her knowledge there has never been a Housing Needs Assessment done for Dundee, and thus it is difficult for the Council to determine what the housing need allocations are for the City based off of the urban growth boundary. C.A. Daykin confirmed that a Housing Needs Assessment has not been successfully completed in recent years. Conversation ensued. C.A. Daykin discussed that the body of work that the Planning Commission finished for the Riverside District was not formally adopted, so this will still need to come back to City Council for final adoption once there are financing plans in place to allow the zoning to be moved forward; this would provide an opportunity to potentially review and adjust some of the provisions regarding the diversity of housing in the area zones, including apartments. Discussion ensued and C.A. Daykin briefly discussed the process moving forward. C. Atty Ramis discussed that imposing a mandatory minimum on zones is not difficult to draft; if in finalizing the zoning

for a property it is decided that the discretion would be taken away to underutilize certain property, that mandatory minimum could be imposed fairly easily. C.A. Daykin pointed out that the Riverside District does have mandatory density minimums, but it also allows a mix of a combination of different types of housing types to achieve the target density. Additional detailed conversation continued. M. Russ discussed that his goal is to identify a tool that could be utilized to assist in planning for the future. C.A. Daykin suggested Council have a joint workshop session with the Planning Commission to have an overview of the process and to discuss the concept the Mayor has introduced. C. Atty Ramis explained that once the finance plan and infrastructure components join together with the planning that's been done, along with any adjustments, the Riverside District Master Plan would be ready to go.

City Administrator's Report

C.A. Daykin discussed that City Staff are still hoping to go out to bid on the streetlight project. C.E. Reid explained that they have been pushing the consultant to get the final plans and specs out. He discussed that he did receive the final plans late last week and provided minor comments back; hopefully by the end of the week he will receive the plans back stamped with the specs and be able to put the bid package together and get it out to bid. C. Svicarovich inquired about the previously discussed issue concerning the base plates in front of the fire station. C.E. Reid explained that unfortunately the foundation plates in front of the fire station are not correct; the plan will likely be to demo the top of them and place new bases next to them. It was noted that no explanation for the error has been identified. Discussion ensued. M. Russ noted that the safety cones have been shifting off the bases.

C. Crawford discussed that there have been several changes in ODOT personnel and inquired about the impact to the City. C.E. Reid discussed that he recently met the new project manager for the Highway 99W improvements project and began working with him last week. He noted that ODOT has maintained that they are very dedicated to completing the project as scheduled.

C. Crawford discussed that there have been a lot of positive things which have come out of recent Parkway Committee meetings regarding future phases of the bypass. Detailed discussion ensued. C. Crawford explained that the bypass project has been set up as the priority project to find the funding to get the ROW for Phase 2 as well as being the priority project for any future Federal grants; if there is major funding received from the Federal government, the full build out of the bypass will be one of the projects that ODOT will push to the Federal government to get funded. Discussion ensued.

Public Comment

None.

The meeting was adjourned at 9:07 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

CITY OF DUNDEE
Statement of Activities
From 7/01/2019 Through 12/31/2019

UNAUDITED

	General		Street CIP		State		Parks Fund	Tourism Fund	Fire Station Constr Fund	Bonded Debt	Water CIP		Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund	Total
	Fund	Street Fund	Fund	Reserve Fund	Revenue Sharing Fund	Equipment Reserve Fund					Fund	Fund				
Revenue																
Taxes	678,289	14,721	-	-	-	-	-	41,969	-	109,934	-	-	-	-	-	844,914
Franchise Fees	29,180	-	18,894	-	-	-	-	-	-	-	-	-	-	-	-	48,074
Licenses & Permits	38,943	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,943
Intergovernmental Revenue	135,147	120,249	-	-	14,934	-	-	-	-	-	-	-	-	-	-	270,330
Charges for Services	110,739	-	-	-	-	-	-	-	-	-	392,430	26,024	696,113	30,672	55,034	1,323,212
Fines & Forfeitures	40,476	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,476
Miscellaneous Revenue	9,091	735	2,062	497	26	9,145	44	1,474	80,455	569	2,192	4,582	2,478	6,061	888	120,590
Total Revenue	1,041,883	135,705	20,956	497	14,961	9,145	44	43,443	80,455	110,503	394,622	30,606	698,590	36,733	55,329	2,686,539
Expenditures																
Personnel	355,721	22,494	-	-	-	-	-	-	-	-	103,557	-	96,080	-	14,048	591,899
Materials & Services	470,700	63,974	-	-	11,237	-	3,646	6,584	31,221	110,959	-	156,771	-	11,785	866,876	
Capital Outlay	2,106	-	226,685	-	6,308	4,999	37,369	11,000	116,361	-	10,783	9,801	-	-	21,833	447,246
Debt Service	-	-	20,373	-	-	29,314	-	-	-	-	-	58,602	-	362,128	11,799	482,216
Total Expenditures	828,527	86,468	247,058	-	17,545	34,313	41,016	17,584	147,582	-	225,299	68,403	252,851	362,128	25,832	2,388,237
Excess (deficiency) of Revenue over Expenditures	213,357	49,238	(226,102)	497	(2,584)	(25,168)	(40,972)	25,859	(67,127)	110,503	169,323	(37,797)	445,739	(325,395)	29,496	298,302
Other Financing Sources (Uses)	53,032	-	-	-	-	-	-	-	-	-	(18,685)	-	(311,847)	277,500	-	-
Net Changes to Fund Balance	266,389	49,238	(226,102)	497	(2,584)	(25,168)	(40,972)	25,859	(67,127)	110,503	150,637	(37,797)	133,892	(47,895)	29,496	298,302
Beginning Fund Balance	609,022	44,739	295,229	44,765	2,051	854,135	8,302	116,093	60,214	17,810	59,937	326,245	157,552	514,092	12,638	3,210,736
Ending Fund Balance	875,411	93,977	69,127	45,261	(533)	828,966	(32,670)	141,953	(6,914)	128,313	210,574	288,448	291,444	466,197	42,134	3,509,038

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City of Dundee

Statement of Revenue & Expenditures
General Fund - 001
From 12/01/2019 Through 12/31/2019

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	23,173	678,289	729,500	7.02%	51,211
Franchise Fees	(1,385)	29,180	149,900	80.53%	120,720
Licenses & Permits	8,674	38,943	73,800	47.23%	34,857
Intergovernmental Revenue	96,621	135,147	181,700	25.62%	46,553
Charges for Services	18,452	110,759	231,800	52.22%	121,041
Fines & Forfeitures	3,837	40,476	56,000	27.72%	15,524
Miscellaneous Revenue	191	9,091	17,500	48.05%	8,409
Total REVENUE	<u>149,562</u>	<u>1,041,883</u>	<u>1,440,200</u>	<u>27.66%</u>	<u>398,317</u>
EXPENDITURES (by Department)					
01 - Admin / Finance	36,822	226,021	397,100	43.08%	171,079
02 - Court	1,871	12,952	26,700	51.49%	13,748
03- Community Development	19,163	81,742	141,600	42.27%	59,858
04 - Police Department	78,892	259,544	519,100	50.00%	259,556
05 - Fire Department	51,735	248,267	519,000	52.16%	270,733
Total EXPENDITURES	<u>188,484</u>	<u>828,527</u>	<u>1,603,500</u>	<u>48.33%</u>	<u>774,973</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(38,922)</u>	<u>213,357</u>	<u>(163,300)</u>	<u>230.65%</u>	<u>(376,657)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	9,980	53,032	96,600	45.10%	43,568
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	<u>9,980</u>	<u>53,032</u>	<u>(40,000)</u>	<u>232.58%</u>	<u>(93,032)</u>
NET CHANGE IN FUND BALANCE	<u>(28,942)</u>	<u>266,389</u>	<u>(203,300)</u>	<u>231.03%</u>	<u>(469,689)</u>
BEGINNING FUND BALANCE	904,353	609,022	603,200	0.97%	5,822
ENDING FUND BALANCE	<u>875,411</u>	<u>875,411</u>	<u>399,900</u>	<u>118.91%</u>	<u>475,511</u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund.- 001 Admin/Finance - 01
 From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	14,583	87,383	176,800	50.58%	89,417
Personnel Benefits	8,538	51,319	104,000	50.66%	52,681
Total Personnel Services	<u>23,120</u>	<u>138,701</u>	<u>280,800</u>	<u>50.60%</u>	<u>142,099</u>
Materials & Services					
Supplies	152	1,924	4,200	54.20%	2,276
Professional Services	11,987	56,458	58,100	2.83%	1,642
Contractual Services	110	661	1,300	49.15%	639
Travel & Training	0	5,279	11,100	52.44%	5,821
Insurance	0	9,876	9,600	-2.88%	(276)
Regulatory Requirements	0	680	800	15.01%	120
Utilities	504	2,815	6,600	57.34%	3,785
Repairs & Maintenance	298	2,683	9,400	71.45%	6,717
Other Materials & Services	651	4,837	12,400	61.00%	7,563
Total Materials & Services	<u>13,702</u>	<u>85,214</u>	<u>113,500</u>	<u>24.92%</u>	<u>28,286</u>
Capital Outlay	0	2,106	2,800	24.78%	694
Total ADMIN/FINANCE EXPENDITURES	<u><u>36,822</u></u>	<u><u>226,021</u></u>	<u><u>397,100</u></u>	<u><u>43.08%</u></u>	<u><u>171,079</u></u>

City of Dundee

Statement of Revenue & Expenditures

General Fund - 001 Court - 02

From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	772	4,788	10,300	53.51%	5,512
Personnel Benefits	678	3,737	8,800	57.53%	5,063
Total Personnel Services	<u>1,450</u>	<u>8,526</u>	<u>19,100</u>	<u>55.36%</u>	<u>10,574</u>
Materials & Services					
Supplies	32	35	200	82.33%	165
Professional Services	18	1,791	2,300	22.12%	509
Contractual Services	274	1,544	3,300	53.21%	1,756
Travel & Training	0	874	1,100	20.57%	226
Other Materials & Services	97	182	700	73.99%	518
Total Materials & Services	<u>421</u>	<u>4,426</u>	<u>7,600</u>	<u>41.76%</u>	<u>3,174</u>
Capital Outlay	0	0	0		0
Total COURT EXPENDITURES	<u><u>1,871</u></u>	<u><u>12,952</u></u>	<u><u>26,700</u></u>	<u><u>51.49%</u></u>	<u><u>13,748</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Community Development - 03
 From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	912	5,657	12,200	53.63%	6,543
Personnel Benefits	798	4,821	10,400	53.64%	5,579
Total Personnel Services	<u>1,711</u>	<u>10,478</u>	<u>22,600</u>	<u>53.64%</u>	<u>12,122</u>
Materials & Services					
Supplies	0	80	500	84.00%	420
Professional Services	6,777	33,460	61,000	45.15%	27,540
Contractual Services	2,930	17,514	36,000	51.35%	18,486
Travel & Training	0	807	1,400	42.36%	593
Other Materials & Services	7,745	19,402	20,100	3.47%	698
Total Materials & Services	<u>17,452</u>	<u>71,264</u>	<u>119,000</u>	<u>40.11%</u>	<u>47,736</u>
Total COMMUNITY DEVELOPMENT EXPENDITURES	<u><u>19,163</u></u>	<u><u>81,742</u></u>	<u><u>141,600</u></u>	<u><u>42.27%</u></u>	<u><u>59,858</u></u>

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Police Dept - 04
From 12/01/2019 Through 12/31/2019

	<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	78,892	259,544	519,100	50.00%	259,556
Total Materials & Services	<u>78,892</u>	<u>259,544</u>	<u>519,100</u>	<u>50.00%</u>	<u>259,556</u>
Total POLICE DEPT EXPENDITURES	<u><u>78,892</u></u>	<u><u>259,544</u></u>	<u><u>519,100</u></u>	<u><u>50.00%</u></u>	<u><u>259,556</u></u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Fire Dept - 05
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	30,209	123,102	236,700	47.99%	113,598
Personnel Benefits	13,305	74,913	155,900	51.95%	80,987
Total Personnel Services	43,513	198,015	392,600	49.56%	194,585
Materials & Services					
Supplies	1,517	5,374	16,000	66.42%	10,626
Professional Services	158	158	800	80.31%	643
Contractual Services	4,498	15,449	25,400	39.18%	9,951
Travel & Training	40	236	2,100	88.75%	1,864
Insurance	0	16,723	17,400	3.89%	677
Regulatory Requirements	253	563	7,500	92.49%	6,937
Utilities	1,663	7,190	17,900	59.84%	10,710
Repairs & Maintenance	95	4,502	13,000	65.37%	8,498
Other Materials & Services	0	57	300	80.95%	243
Total Materials & Services	8,222	50,251	100,400	49.95%	50,149
Capital Outlay	0	0	26,000	100.00%	26,000
Total FIRE DEPT EXPENDITURES	51,735	248,267	519,000	52.16%	270,733

City of Dundee
Statement of Revenue & Expenditures
Street Fund - 110
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,275	14,721	29,000	49.24%	14,279
Intergovernmental Revenue	20,863	120,249	240,000	49.90%	119,751
Miscellaneous Revenue	162	735	1,500	51.02%	765
Total REVENUE	23,299	135,705	270,500	49.83%	134,795
EXPENDITURES					
Personnel Services	3,101	22,494	42,400	46.95%	19,906
Material & Services					
Supplies	207	2,164	4,200	48.48%	2,036
Professional Services	1,951	7,077	9,000	21.37%	1,923
Travel & Training	0	122	500	75.60%	378
Insurance	0	1,895	1,900	0.26%	5
Regulatory Requirements	0	0	100	100.00%	100
Utilities	2,071	12,371	23,800	48.02%	11,429
Repairs & Maintenance	3,203	21,223	115,900	81.69%	94,677
Interfund Services	1,892	19,117	19,600	2.47%	483
Other Materials & Services	0	6	200	97.13%	194
Total Materials & Services	9,324	63,974	175,200	63.49%	111,226
Total EXPENDITURES	12,425	86,468	217,600	60.26%	131,132
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	10,874	49,238	52,900	6.92%	3,662
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(83,300)	100.00%	(83,300)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	0	0	(88,300)	100.00%	(88,300)
NET CHANGE IN FUND BALANCE	10,874	49,238	(35,400)	239.09%	(84,638)
BEGINNING FUND BALANCE	83,102	44,739	43,500	2.85%	1,239
ENDING FUND BALANCE	93,977	93,977	8,100	1060.21%	85,877

City of Dundee
Statement of Revenue & Expenditures
Street CIP Fund - 111
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	1,385	18,894	43,900	56.96%	25,006
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	117	2,062	57,000	96.38%	54,938
Total REVENUE	<u>1,502</u>	<u>20,956</u>	<u>700,900</u>	<u>97.01%</u>	<u>679,944</u>
EXPENDITURES					
Capital Outlay	23,949	226,685	1,313,000	82.74%	1,086,315
Debt Service	0	20,373	49,600	58.93%	29,227
Total EXPENDITURES	<u>23,949</u>	<u>247,058</u>	<u>1,362,600</u>	<u>81.87%</u>	<u>1,115,542</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(22,447)</u>	<u>(226,102)</u>	<u>(661,700)</u>	<u>65.83%</u>	<u>(435,598)</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	456,000	100.00%	456,000
Transfers In	0	0	70,000	100.00%	70,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>526,000</u>	<u>100.00%</u>	<u>526,000</u>
NET CHANGE IN FUND BALANCE	<u>(22,447)</u>	<u>(226,102)</u>	<u>(135,700)</u>	<u>-66.62%</u>	<u>90,402</u>
BEGINNING FUND BALANCE	91,574	295,229	248,800	18.66%	46,429
ENDING FUND BALANCE	<u>69,127</u>	<u>69,127</u>	<u>113,100</u>	<u>-38.88%</u>	<u>(43,973)</u>

City of Dundee
Statement of Revenue & Expenditures
Street Reserve Fund - 112
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	78	497	1,100	54.84%	603
Total REVENUE	<u>78</u>	<u>497</u>	<u>1,100</u>	54.84%	603
EXPENDITURES					
Capital Outlay	0	0	45,800	100.00%	45,800
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>45,800</u>	100.00%	45,800
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>78</u>	<u>497</u>	<u>(44,700)</u>	101.11%	<u>(45,197)</u>
NET CHANGE IN FUND BALANCE	<u>78</u>	<u>497</u>	<u>(44,700)</u>	101.11%	<u>(45,197)</u>
BEGINNING FUND BALANCE	45,183	44,765	44,700	0.14%	65
ENDING FUND BALANCE	<u><u>45,261</u></u>	<u><u>45,261</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>45,261</u></u>

City of Dundee

Statement of Revenue & Expenditures
 State Revenue Sharing Fund - 122
 From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	14,934	31,000	51.82%	16,066
Miscellaneous Revenue	-	26	200	86.89%	174
Total REVENUE	<u>0</u>	<u>14,961</u>	<u>31,200</u>	<u>52.05%</u>	<u>16,239</u>
EXPENDITURES					
Material & Services					
Professional Services	0	737	2,500	70.54%	1,763
Contractual	5,200	10,500	11,800	11.02%	1,300
Total Materials & Services	<u>5,200</u>	<u>11,237</u>	<u>14,300</u>	<u>21.42%</u>	<u>3,063</u>
Capital Outlay	0	6,308	12,700	50.33%	6,392
Total EXPENDITURES	<u>5,200</u>	<u>17,545</u>	<u>27,000</u>	<u>35.02%</u>	<u>9,455</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(5,200)</u>	<u>(2,584)</u>	<u>4,200</u>	<u>161.52%</u>	<u>6,784</u>
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(5,500)	100.00%	(5,500)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(5,500)</u>	<u>100.00%</u>	<u>(5,500)</u>
NET CHANGE IN FUND BALANCE	<u>(5,200)</u>	<u>(2,584)</u>	<u>(1,300)</u>	<u>-98.77%</u>	<u>1,284</u>
BEGINNING FUND BALANCE	4,667	2,051	1,700	20.66%	351
ENDING FUND BALANCE	<u>(533)</u>	<u>(533)</u>	<u>400</u>	<u>-233.18%</u>	<u>(933)</u>

City of Dundee

Statement of Revenue & Expenditures
 Equipment Reserve Fund - 127
 From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	1,428	9,145	37,000	75.29%	27,855
Total REVENUE	<u>1,428</u>	<u>9,145</u>	<u>37,000</u>	<u>75.29%</u>	<u>27,855</u>
EXPENDITURES					
Capital Outlay	4,999	4,999	915,000	99.45%	910,001
Debt Service	0	29,314	58,700	50.06%	29,386
Total EXPENDITURES	<u>4,999</u>	<u>34,313</u>	<u>973,700</u>	<u>96.48%</u>	<u>939,387</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(3,571)</u>	<u>(25,168)</u>	<u>(936,700)</u>	<u>97.31%</u>	<u>(911,532)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	83,200	100.00%	83,200
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>83,200</u>	<u>100.00%</u>	<u>83,200</u>
NET CHANGE IN FUND BALANCE	(3,571)	(25,168)	(853,500)	97.05%	(828,332)
BEGINNING FUND BALANCE	832,537	854,135	853,500	-0.07%	(635)
ENDING FUND BALANCE	<u><u>828,966</u></u>	<u><u>828,966</u></u>	<u><u>0</u></u>	<u><u>NA</u></u>	<u><u>(828,966)</u></u>

City of Dundee

Statement of Revenue & Expenditures
Parks Fund - 131
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	32,800	100.00%	32,800
Miscellaneous Revenue	0	44	2,600	98.32%	2,556
Total REVENUE	<u>0</u>	<u>44</u>	<u>35,400</u>	<u>99.88%</u>	<u>35,356</u>
EXPENDITURES					
Materials & Services					
Professional Services	1,555	1,938	4,000	51.56%	2,062
Repairs & Maintenance	315	1,709	5,200	67.14%	3,491
Total Materials & Services	<u>1,869</u>	<u>3,646</u>	<u>9,200</u>	<u>60.36%</u>	<u>5,554</u>
 Capital Outlay	 1,656	 37,369	 37,500	 0.35%	 131
Total EXPENDITURES	<u>3,525</u>	<u>41,016</u>	<u>46,700</u>	<u>12.17%</u>	<u>5,684</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(3,525)</u>	<u>(40,972)</u>	<u>(11,300)</u>	<u>-262.59%</u>	<u>29,672</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	5,500	100.00%	5,500
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>100.00%</u>	<u>5,500</u>
NET CHANGE IN FUND BALANCE	<u>(3,525)</u>	<u>(40,972)</u>	<u>(5,800)</u>	<u>-606.42%</u>	<u>35,172</u>
BEGINNING FUND BALANCE	(29,145)	8,302	6,100	-36.10%	-2,202
ENDING FUND BALANCE	<u>(32,670)</u>	<u>(32,670)</u>	<u>300</u>	<u>10989.96%</u>	<u>32,970</u>

City of Dundee
Statement of Revenue & Expenditures
Tourism Fund - 151
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	3,007	41,969	75,800	44.63%	33,831
Miscellaneous Revenue	245	1,474	13,000	88.67%	11,526
Total REVENUE	<u>3,252</u>	<u>43,443</u>	<u>88,800</u>	<u>51.08%</u>	<u>45,357</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	737	2,500	70.54%	1,763
Contractual Services	0	5,847	112,000	94.78%	106,153
Total Materials & Services	<u>0</u>	<u>6,584</u>	<u>114,500</u>	<u>94.25%</u>	<u>107,916</u>
Capital Outlay	4,381	11,000	80,000	86.25%	69,000
Total EXPENDITURES	<u>4,381</u>	<u>17,584</u>	<u>194,500</u>	<u>90.96%</u>	<u>176,916</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(1,129)</u>	<u>25,859</u>	<u>(105,700)</u>	<u>124.46%</u>	<u>(131,559)</u>
NET CHANGE IN FUND BALANCE	<u>(1,129)</u>	<u>25,859</u>	<u>(105,700)</u>	<u>124.46%</u>	<u>(131,559)</u>
BEGINNING FUND BALANCE	143,082	116,093	110,900	-4.68%	(5,193)
ENDING FUND BALANCE	<u>141,953</u>	<u>141,953</u>	<u>5,200</u>	<u>-2629.86%</u>	<u>(136,753)</u>

City of Dundee

Statement of Revenue & Expenditures
 Fire Station Construction Fund - 201
 From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	0	80,455	81,300	1.04%	845
Total REVENUE	0	80,455	81,300	1.04%	845
EXPENDITURES					
Materials & Services					
Professional Services	0	31,221	24,900	-25.39%	(6,321)
Total Materials & Services	0	31,221	24,900	-25.39%	(6,321)
Capital Outlay	66,215	116,361	116,600	0.20%	239
Total EXPENDITURES	66,215	147,582	141,500	-4.30%	(6,082)
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(66,215)	(67,127)	(60,200)	-11.51%	6,927
NET CHANGE IN FUND BALANCE	(66,215)	(67,127)	(60,200)	-11.51%	6,927
BEGINNING FUND BALANCE	59,301	60,214	60,200	-0.02%	(14)
ENDING FUND BALANCE	(6,914)	(6,914)	0	0.00%	6,914

City of Dundee

Statement of Revenue & Expenditures
 Bonded Debt - 310
 From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	4,732	109,934	148,000	25.72%	38,066
Miscellaneous Revenue	221	569	1,000	43.09%	431
Total REVENUE	<u>4,953</u>	<u>110,503</u>	<u>149,000</u>	<u>25.84%</u>	<u>38,497</u>
EXPENDITURES					
Debt Service	0	0	150,200	100.00%	150,200
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>150,200</u>	<u>100.00%</u>	<u>150,200</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>4,953</u>	<u>110,503</u>	<u>(1,200)</u>	<u>9308.61%</u>	<u>(111,703)</u>
NET CHANGE IN FUND BALANCE	<u>4,953</u>	<u>110,503</u>	<u>(1,200)</u>	<u>9308.61%</u>	<u>(111,703)</u>
BEGINNING FUND BALANCE	123,360	17,810	17,600	-1.19%	(210)
ENDING FUND BALANCE	<u>128,313</u>	<u>128,313</u>	<u>16,400</u>	<u>-682.40%</u>	<u>(111,913)</u>

City of Dundee
Statement of Revenue & Expenditures
Water Fund - 431
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	55,968	392,430	617,400	36.44%	224,970
Miscellaneous Revenue	870	2,192	3,400	35.53%	1,208
Total REVENUE	56,838	394,622	620,800	36.43%	226,178
EXPENDITURES					
Personnel Services	16,556	103,557	217,400	52.37%	113,843
Materials & Services					
Supplies	578	7,645	12,500	38.84%	4,855
Professional Services	70	10,566	8,600	-22.86%	(1,966)
Contractual Services	0	2,110	10,000	78.90%	7,890
Travel & Training	0	505	2,300	78.05%	1,795
Insurance	0	6,502	5,700	-14.06%	(802)
Regulatory Requirements	4,985	5,903	15,500	61.92%	9,597
Utilities	(3,130)	22,766	46,100	50.62%	23,334
Repairs & Maintenance	2,368	13,003	40,800	68.13%	27,797
Interfund Services	7,767	38,833	94,000	58.69%	55,167
Other Materials & Services	191	3,125	9,700	67.78%	6,575
Total Materials & Services	12,828	110,959	245,200	54.75%	134,241
Capital Outlay	0	10,783	36,000	0.00%	25,217
Total EXPENDITURES	29,384	225,299	498,600	54.81%	273,301
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	27,454	169,323	122,200	-38.56%	(47,123)
OTHER FINANCING SOURCES (USES)					
Transfers Out	(2,729)	(18,685)	(155,000)	87.94%	(136,315)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(2,729)	(18,685)	(175,000)	89.32%	(156,315)
NET CHANGE IN FUND BALANCE	24,725	150,637	(52,800)	385.30%	(203,437)
BEGINNING FUND BALANCE	185,850	59,937	56,500	6.08%	3,437
ENDING FUND BALANCE	210,574	210,574	3,700	5591.20%	206,874

City of Dundee

Statement of Revenue & Expenditures
 Water CIP Fund - 432
 From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	6,506	26,024	39,200	33.61%	13,176
Miscellaneous Revenue	259	4,582	6,000	23.64%	1,418
Total REVENUE	6,765	30,606	45,200	32.29%	14,594
EXPENDITURES					
Capital Outlay	5,188	9,801	265,000	96.30%	255,199
Debt Service	0	58,602	117,300	50.04%	58,698
Total EXPENDITURES	5,188	68,403	382,300	82.11%	313,897
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	1,577	(37,797)	(337,100)	88.79%	-299,303
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	80,000	100.00%	80,000
Total OTHER FINANCING SOURCES (USES)	0	0	80,000	100.00%	80,000
NET CHANGE IN FUND BALANCE	1,577	(37,797)	(257,100)	85.30%	-219,303
BEGINNING FUND BALANCE	286,871	326,245	270,600	-20.56%	-55,645
ENDING FUND BALANCE	288,448	288,448	13,500	-2036.65%	-274,948

City of Dundee

Statement of Revenue & Expenditures

Sewer Fund - 441

From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	145,006	696,113	1,331,400	47.72%	635,287
Miscellaneous Revenue	516	2,478	4,500	44.94%	2,022
Total REVENUE	145,522	698,590	1,335,900	47.71%	637,310
EXPENDITURES					
Personnel Services	15,928	96,080	200,200	52.01%	104,120
Materials & Services					
Supplies	779	7,682	21,500	64.27%	13,818
Professional Services	2,557	9,608	40,700	76.39%	31,092
Contractual Services	0	291	700	58.44%	409
Travel & Training	0	978	2,300	57.49%	1,322
Insurance	0	15,332	16,700	8.19%	1,368
Regulatory Requirements	172	3,639	5,600	35.01%	1,961
Utilities	14,616	39,719	85,100	53.33%	45,381
Repairs & Maintenance	6,871	35,102	221,300	84.14%	186,198
Interfund Services	6,883	41,300	86,400	52.20%	45,100
Other Materials & Services	184	3,120	9,500	67.16%	6,380
Total Materials & Services	32,062	156,771	489,800	67.99%	333,029
Total EXPENDITURES	47,990	252,851	690,000	63.35%	437,149
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	97,532	445,739	645,900	30.99%	200,161
OTHER FINANCING SOURCES (USES)					
Transfers Out	(62,750)	(311,847)	(745,600)	58.18%	(433,753)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(62,750)	(311,847)	(765,600)	59.27%	(453,753)
NET CHANGE IN FUND BALANCE	34,782	133,892	(119,700)	211.86%	(253,592)
BEGINNING FUND BALANCE	256,662	157,552	143,300	9.95%	14,252
ENDING FUND BALANCE	291,444	291,444	23,600	1134.93%	267,844

City of Dundee

Statement of Revenue & Expenditures

Sewer CIP Fund - 442

From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	6,164	30,672	37,200	17.55%	6,528
Miscellaneous Revenue	803	6,061	22,200	72.70%	16,139
Total REVENUE	6,967	36,733	59,400	38.16%	22,667
EXPENDITURES					
Capital Outlay	0	0	0	NA	0
Debt Service	0	362,128	689,200	47.46%	327,072
Total EXPENDITURES	0	362,128	689,200	47.46%	327,072
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	6,967	(325,395)	(629,800)	48.33%	(304,405)
OTHER FINANCING SOURCES (USES)					
Transfers In	55,500	277,500	666,000	58.33%	388,500
Total OTHER FINANCING SOURCES (USES)	55,500	277,500	666,000	58.33%	388,500
NET CHANGE IN FUND BALANCE	62,467	(47,895)	36,200	232.31%	84,095
BEGINNING FUND BALANCE	403,729	514,092	497,100	-3.42%	(16,992)
ENDING FUND BALANCE	466,197	466,197	533,300	12.58%	67,103

City of Dundee

Statement of Revenue & Expenditures

Storm Water Fund - 451

From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	10,042	55,034	109,800	49.88%	54,766
Miscellaneous Revenue	73	294	1,000	70.57%	706
Total REVENUE	10,114	55,329	110,800	50.06%	55,471
EXPENDITURES					
Personnel Services	2,130	14,048	28,300	50.36%	14,252
Materials & Services					
Supplies	104	1,186	2,300	48.44%	1,114
Professional Services	0	2,069	5,600	63.05%	3,531
Travel & Training	0	61	200	69.50%	139
Insurance	0	209	200	-4.26%	(9)
Regulatory Requirements	0	0	100	100.00%	100
Utilities	58	429	1,100	61.04%	671
Repairs & Maintenance	41	1,026	2,700	61.99%	1,674
Interfund Services	1,133	6,800	12,100	43.80%	5,300
Other Materials & Services	2	5	300	98.34%	295
Total Materials & Services	1,338	11,785	24,600	52.10%	12,815
Total EXPENDITURES	3,469	25,832	52,900	51.17%	27,068
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	6,646	29,496	57,900	49.06%	28,404
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(63,900)	100.00%	(63,900)
Other Uses	0	0	(5,000)	100.00%	(5,000)
Total OTHER FINANCING SOURCES (USES)	0	0	(68,900)	100.00%	(68,900)
NET CHANGE IN FUND BALANCE	6,646	29,496	(11,000)	368.15%	(40,496)
BEGINNING FUND BALANCE	35,489	12,638	12,100	4.45%	538
ENDING FUND BALANCE	42,134	42,134	1,100	3730.40%	41,034

City of Dundee

Statement of Revenue & Expenditures
Storm Water CIP Fund - 452
From 12/01/2019 Through 12/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	2,436	12,180	15,000	18.80%	2,820
Miscellaneous Revenue	116	888	1,300	31.69%	412
Total REVENUE	<u>2,552</u>	<u>13,068</u>	<u>16,300</u>	<u>19.83%</u>	<u>3,232</u>
EXPENDITURES					
Capital Outlay	3,230	21,833	111,000	80.33%	89,167
Debt Service	0	11,799	23,700	50.22%	11,901
Total EXPENDITURES	<u>3,230</u>	<u>33,632</u>	<u>134,700</u>	<u>75.03%</u>	<u>101,068</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURE	<u>(678)</u>	<u>(20,564)</u>	<u>(118,400)</u>	<u>82.63%</u>	<u>-97,836</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	52,000	100.00%	52,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>52,000</u>	<u>0.00%</u>	<u>52,000</u>
NET CHANGE IN FUND BALANCE	<u>(678)</u>	<u>(20,564)</u>	<u>(66,400)</u>	<u>0.00%</u>	<u>-45,836</u>
BEGINNING FUND BALANCE	68,026	87,912	71,400	0.00%	-16,512
ENDING FUND BALANCE	<u>67,348</u>	<u>67,348</u>	<u>5,000</u>	<u>0.00%</u>	<u>-62,348</u>

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: January 16, 2020
Re: Third Street Trail Improvement

Attached is the Declaration of Restrictive Covenant for that portion of the Third Street right of way that the City intends to construct a linear park and a trail. The Restrictive Covenant is needed to ensure the eligibility of the property for use of funds provided through the Oregon State Parks and Recreation Local Government Grant program and is similar to the process for the Viewmont Greenway Park project. The Restrictive Covenant does not prevent the continued use of Third Street for access to the residence at the north of the right of way at 441 SW Dogwood Drive.

A resolution stating this project as the Council's preference for the 2020 State Parks grant will be brought back following an additional meeting with the Parks Advisory Committee in order to refine the concept plan and prepare construction estimates.

Recommendation: Motion to authorize the city administrator to execute the Declaration of Restrictive Covenant for a portion of Third Street, between Dogwood Street and Hathorne Court.

AFTER RECORDING RETURN TO:

City of Dundee
c/o City Administrator
PO Box 220
620 SW 5th Street
Dundee, OR 97115

Until a change is requested,
All tax statements shall be
sent to the following address:

City of Dundee
c/o City Administrator
PO Box 220
620 SW 5th Street
Dundee, OR 97115

This space is reserved for recorder's use.

DECLARATION OF RESTRICTIVE COVENANT

City of Dundee, Grantor
State of Oregon Parks & Recreation Department, Beneficiary

THIS DECLARATION OF RESTRICTIVE COVENANT (this "Covenant") is made this ___ day of February, 2020 ("Effective Date"), by the **City of Dundee**, a municipal corporation of the State of Oregon ("Grantor"), for the purpose of creating a restrictive covenant binding upon a portion of Grantor's real property known as Third Street, (between Dogwood Street and Hawthorne Court), a public street located in the City of Dundee, the County of Yamhill, State of Oregon, in the location shown on the attached **Exhibit A** (the "Property"), for the benefit of the **State of Oregon Parks & Recreation Department** ("Beneficiary"), whose address is 725 Summer Street NE, Suite C, Salem, OR 97301, which may provide funds to the City of Dundee for the purpose of constructing a linear park and trail.

RECITALS

A. WHEREAS, a forty (40) foot-wide roadway was originally dedicated to the City as part of the Dedication Dundee Townsite and Dundee Orchard Homes No. 1 plat recorded October 25, 1892.

B. WHEREAS, in 1970, an additional ten (10) foot-wide right-of-way was dedicated to the City on the Plat of the Dogwood Park Addition to the City of Dundee, a re-subdivision of Lot 10 and parts of Lots 6 and 11 of Dundee Orchard Homes No.1, as recorded on _____.

C. WHEREAS, in 1989, an additional ten (10) foot-wide right-of-way was dedicated to the City on the Plat of the Partition MP 1-87, as recorded on January 6, 1989.

D. As of the Effective Date hereof, the Property consists of a portion of the unimproved right of way.

E. Grantor intends to make application to the State of Oregon for a grant ("Grant") for the purpose of constructing a trail and other park improvements (e.g., landscaping and benches) (collectively, the "Improvements"), in the Property described in Exhibit A. The Grant of funds, if made, will be contingent on the Grantor ensuring the Improvements will remain on the Property for a minimum of twenty-five (25) years through means of recognized limitation on the Property.

F. Grantor desires to declare a restrictive covenant over the Property sufficient to allow the new Improvements to remain as installed or improved on the Property to the extent they are constructed with the Grant funds.

NOW, THEREFORE, in consideration of the premises herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

AGREEMENT

1. **Restrictive Covenant.** Grantor shall use the Property as public property for the Improvements as provided in the Grant, for a minimum of forty (40) years from the date this instrument is recorded, unless and until the event described in Section 2 below operates to terminate this Covenant.

2. **Termination of Restrictive Covenant.** This Covenant shall remain in full force and effect for forty (40) years, unless the Grant or a similar grant is not received within five (5) years from the Effective Date hereof, in which case this Covenant will terminate on such date.

3. **Agreement to Run with the Land.** The restrictions contained in this Covenant are set forth as benefits, burdens and rights appurtenant to the Property, and shall run with the land and shall be binding on and shall inure to the benefit and burden of the Property and the Grantor, and the Grantor's respective heirs, successors, and/or assigns, so long as the Covenant shall remain in effect as set forth in Section 2 above. The State of Oregon Parks & Recreation Department is an intended beneficiary of this Covenant.

4. **Notices.** Any notice required under this Agreement shall be sent to the parties listed below, unless such addresses are changed by written notice to the other party. Any required notice shall be made in writing and shall be sent with postage prepaid by messenger, overnight courier service, or certified U.S. Mail, return receipt requested. All notices shall

be deemed given upon the earlier of actual delivery or refusal of a party to accept delivery thereof.

GRANTOR: City of Dundee
c/o City Administrator
PO Box 220
Dundee, OR 97115

BENEFICIARY: State of Oregon Parks and Recreation Department
725 Summer Street N.E., Suite C
Salem, OR 97301

5. **Severability.** The provisions of this Covenant shall be deemed independent and severable, and the invalidity or unenforceability of any portion or portions hereof shall not affect the enforceability or validity of any other provisions or portion hereof.

6. **Approval by Grantor.** The City of Dundee, at a duly authorized meeting of its City Council on January 21, 2020, in accordance with its ordinances approved this Declaration of Restrictive Covenant.

7. **Recitals and Exhibits.** Recitals above and the Exhibits attached hereto are true and are incorporated into and are a part of this Agreement.

[Signatures on the following page.]

IN WITNESS WHEREOF, THIS Covenant has been executed on the date indicated above.

GRANTOR
CITY OF DUNDEE, a municipal corporation of the State of Oregon

By: Rob Daykin, City Administrator

ATTEST: Tim Ramis, City Attorney

**BENEFICIARY ACKNOWLEDGEMENT AND ACCEPTANCE,
STATE OF OREGON PARKS AND RECREATION DEPARTMENT**

By: _____

STATE OF OREGON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that Rob Daykin is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument as the City Administrator of the City of Dundee, a municipal corporation of the State of Oregon.

Dated: _____

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument as the duly authorized agent of the Oregon Parks and Recreation Department.

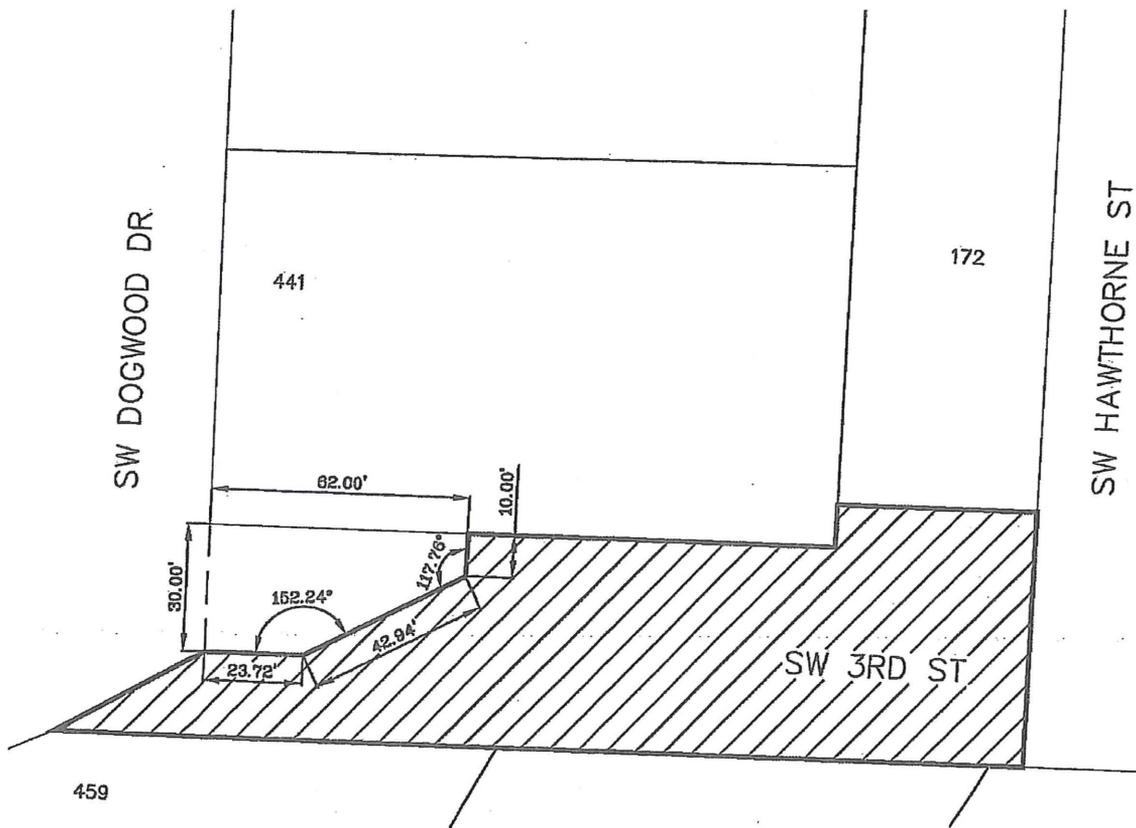
Dated: _____

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

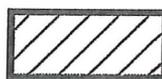
EXHIBIT A

Description of Restrictive Covenant Area:

The SW 3rd Street right-of-way between SW Dogwood Drive and SW Hawthorne Street EXCEPT for an area at the Northwest corner of said SW 3rd Street right-of-way described as follows: Starting at the intersection of the SW Dogwood Drive right-of way and the northerly SW 3rd Street right-of-way line then easterly 62 feet along the SW 3rd Street right-of way line, then southerly 10 feet then southwesterly 42.94 feet then westerly 23.72 feet more or less to a point on the westerly Dogwood Drive right of way and then 30 feet northerly to the point of beginning. See Exhibit below



LEGEND

 RESTRICTIVE COVENANT AREA





To: Rob Daykin
From: Greg Reid, City Engineer
Date: 1/16/2020
Re: 2019 Water Improvements - Bid Tabulation

The City of Dundee received 11 bids for the 2019 Water Improvements project which will extend a water main and add a fire hydrant along SW Red Hills Road. Of the 11 bids, CG Contractors LLC was found to be the lowest responsive bidder at a cost of \$72,176. This was well below the engineer's estimate of \$99,205 which conservatively used the higher cost of trenching a ductile iron pipe versus boring an HDPE pipe. The second lowest bidder was also well below the engineer's estimate with a cost of \$75,810.

Recommendation: Authorize the City Engineer to proceed with the Notice of Intent and then to Award the project to CG Contractors LLC.

The City appreciates the time and effort that all bidders put into this project.

2019 Water Improvements

Bid Tabulation

City of Dundee, Oregon

Location: SW Red Hills Rd.

Page 1 of 2

Project# 19004

SECTION 1 - SITE WORK				Engineer's Estimate		CG Contractors LLC		Black Rock Underground LLC		Pacific Underground Inc		Subcom Excavation & Util. LLC	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	\$10,000.00	\$10,000.00	6,000.00	\$6,000.00	1,500.00	\$1,500.00	1,000.00	\$1,000.00	6,500.00	\$6,500.00
2	Pothole/Surface Prep/Clearing/Grub/Demo	1	LS	\$3,500.00	\$3,500.00	2,000.00	\$2,000.00	3,800.00	\$3,800.00	12,000.00	\$12,000.00	5,000.00	\$5,000.00
3	Temporary Work Zone Traffic Control, Complete	1	LS	\$3,500.00	\$3,500.00	1,200.00	\$1,200.00	350.00	\$350.00	1,500.00	\$1,500.00	2,500.00	\$2,500.00
4	Erosion Control, Complete	1	LS	\$1,500.00	\$1,500.00	600.00	\$600.00	250.00	\$250.00	1,000.00	\$1,000.00	1,000.00	\$1,000.00
SECTION 2 - STREET IMPROVEMENTS													
5	ACP Repair	1	LS	\$5,000.00	\$5,000.00	4,000.00	\$4,000.00	4,200.00	\$4,200.00	2,500.00	\$2,500.00	3,000.00	\$3,000.00
6	Concrete Pad	1	LS	\$3,000.00	\$3,000.00	3,500.00	\$3,500.00	350.00	\$350.00	2,500.00	\$2,500.00	1,500.00	\$1,500.00
SECTION 4 - WATER SYSTEM													
7	4" Water Pipe (DR 9 HDPE or CL 52 DI)	522	LF	\$65.00	\$33,930.00	43.00	\$22,446.00	56.00	\$29,232.00	35.706	\$18,638.53	70.00	\$36,540.00
8	4" Hot Tap (with Valve)	1	EA	\$4,000.00	\$4,000.00	3,600.00	\$3,600.00	4,615.00	\$4,615.00	5,744.00	\$5,744.00	3,500.00	\$3,500.00
9	4" DI Pipe Bend	1	EA	\$650.00	\$650.00	1,000.00	\$1,000.00	470.00	\$470.00	1,846.00	\$1,846.00	350.00	\$350.00
10	Blow-off Assembly (end of 4" Pipe)	1	EA	\$600.00	\$600.00	1,200.00	\$1,200.00	1,300.00	\$1,300.00	1,730.00	\$1,730.00	1,500.00	\$1,500.00
11	6" Hot Tap (with Valve)	1	EA	\$4,000.00	\$4,000.00	3,800.00	\$3,800.00	4,920.00	\$4,920.00	6,456.00	\$6,456.00	4,000.00	\$4,000.00
12	Fire Hydrant Assembly	1	EA	\$5,000.00	\$5,000.00	3,800.00	\$3,800.00	5,430.00	\$5,430.00	9,450.00	\$9,450.00	3,750.00	\$3,750.00
13	4" Bored Casing (for 2 Service Laterals)	145	LF	\$50.00	\$7,250.00	40.00	\$5,800.00	53.00	\$7,685.00	40.55	\$5,879.75	40.00	\$5,800.00
14	1" Saddle	2	EA	\$300.00	\$600.00	600.00	\$1,200.00	475.00	\$950.00	450.00	\$900.00	150.00	\$300.00
15	1" Pipe (Municipex)	20	LF	\$35.00	\$700.00	43.00	\$860.00	140.00	\$2,800.00	7.50	\$150.00	10.00	\$200.00
16	1" Tee	2	EA	\$150.00	\$300.00	400.00	\$800.00	95.00	\$190.00	15.50	\$31.00	100.00	\$200.00
17	3/4" Saddle	1	EA	\$275.00	\$275.00	600.00	\$600.00	215.00	\$215.00	375.00	\$375.00	125.00	\$125.00
18	3/4" Service Line (Municipex or Type K)	330	LF	\$30.00	\$9,900.00	9.00	\$2,970.00	9.50	\$3,135.00	1.10	\$363.00	15.00	\$4,950.00
19	Water Service Connection	5	EA	\$500.00	\$2,500.00	800.00	\$4,000.00	290.00	\$1,450.00	1,310.00	\$6,550.00	750.00	\$3,750.00
20	Corporation & Angle Stop w/ Meter Box	4	EA	\$750.00	\$3,000.00	700.00	\$2,800.00	742.00	\$2,968.00	1,440.25	\$5,761.00	500.00	\$2,000.00
Total					\$99,205.00	Total	\$72,176.00	Total	\$75,810.00	Total	\$84,374.28	Total	\$86,465.00

Contengency (10%) \$9,920.50
 Engineering & PM (6%) \$5,952.30
Total \$115,077.80

2019 Water Improvements

Bid Tabulation

City of Dundee, Oregon

Location: SW Red Hills Rd.

Page 2 of 2

Project# 19004

C&M Excavation & Utilities LLC		Pleasant Hill Development LLC		Geleo Construction Co.		Beam Excavating, Inc.		The Saunders Company		Trench Line Excavation		Pihl, Inc.	
Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
5,850.00	\$5,850.00	10,384.00	\$10,384.00	10,300.00	\$10,300.00	16,000.00	\$16,000.00	9,500.00	\$9,500.00	10,132.00	\$10,132.00	\$2,136.33	\$2,136.33
5,300.00	\$5,300.00	17,500.00	\$17,500.00	4,500.00	\$4,500.00	2,800.00	\$2,800.00	2,080.00	\$2,080.00	4,800.00	\$4,800.00	\$6,430.75	\$6,430.75
2,750.00	\$2,750.00	15,000.00	\$15,000.00	1,720.00	\$1,720.00	4,225.00	\$4,225.00	1,010.00	\$1,010.00	1,000.00	\$1,000.00	\$15,543.99	\$15,543.99
250.00	\$250.00	950.00	\$950.00	1,000.00	\$1,000.00	1,130.00	\$1,130.00	400.00	\$400.00	1,000.00	\$1,000.00	\$1,111.97	\$1,111.97
Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
6,400.00	\$6,400.00	7,500.00	\$7,500.00	4,700.00	\$4,700.00	3,500.00	\$3,500.00	16,340.00	\$16,340.00	15,000.00	\$15,000.00	\$2,590.67	\$2,590.67
500.00	\$500.00	1,500.00	\$1,500.00	1,410.00	\$1,410.00	2,000.00	\$2,000.00	815.00	\$815.00	500.00	\$500.00	\$500.00	\$500.00
Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
71.00	\$37,062.00	40.50	\$21,141.00	63.60	\$33,199.20	61.00	\$31,842.00	83.00	\$43,326.00	73.50	\$38,367.00	\$70.00	\$36,540.00
5,000.00	\$5,000.00	3,000.00	\$3,000.00	4,710.00	\$4,710.00	5,000.00	\$5,000.00	3,924.00	\$3,924.00	5,450.00	\$5,450.00	\$4,846.52	\$4,846.52
275.00	\$275.00	300.00	\$300.00	605.00	\$605.00	320.00	\$320.00	250.00	\$250.00	140.00	\$140.00	\$525.77	\$525.77
900.00	\$900.00	1,000.00	\$1,000.00	1,500.00	\$1,500.00	1,350.00	\$1,350.00	1,350.00	\$1,350.00	700.00	\$700.00	\$1,999.68	\$1,999.68
5,200.00	\$5,200.00	4,000.00	\$4,000.00	4,970.00	\$4,970.00	6,000.00	\$6,000.00	4,025.00	\$4,025.00	5,700.00	\$5,700.00	\$5,256.91	\$5,256.91
4,650.00	\$4,650.00	3,000.00	\$3,000.00	4,300.00	\$4,300.00	3,600.00	\$3,600.00	4,500.00	\$4,500.00	4,325.00	\$4,325.00	\$7,239.80	\$7,239.80
32.00	\$4,640.00	3.00	\$435.00	57.70	\$8,366.50	68.00	\$9,860.00	36.00	\$5,220.00	37.00	\$5,365.00	\$55.66	\$8,070.70
125.00	\$250.00	100.00	\$200.00	210.00	\$420.00	144.00	\$288.00	100.00	\$200.00	140.00	\$280.00	\$201.80	\$403.60
95.00	\$1,900.00	7.50	\$150.00	125.00	\$2,500.00	11.00	\$220.00	9.00	\$180.00	4.50	\$90.00	\$19.66	\$393.20
75.00	\$150.00	75.00	\$150.00	240.00	\$480.00	46.00	\$92.00	30.00	\$60.00	25.00	\$50.00	\$166.61	\$333.22
125.00	\$125.00	50.00	\$50.00	205.00	\$205.00	109.00	\$109.00	100.00	\$100.00	85.00	\$85.00	\$201.76	\$201.76
11.00	\$3,630.00	3.00	\$990.00	12.10	\$3,993.00	19.00	\$6,270.00	2.00	\$660.00	3.00	\$990.00	\$8.50	\$2,805.00
220.00	\$1,100.00	250.00	\$1,250.00	480.00	\$2,400.00	422.00	\$2,110.00	750.00	\$3,750.00	325.00	\$1,625.00	\$472.83	\$2,364.15
1,050.00	\$4,200.00	1,000.00	\$4,000.00	540.00	\$2,160.00	454.00	\$1,816.00	220.00	\$880.00	1,025.00	\$4,100.00	\$729.78	\$2,919.12
Total	\$90,132.00	Total	\$92,500.00	Total	\$93,438.70	Total	\$98,532.00	Total	\$98,570.00	Total	\$99,699.00	Total	\$102,213.14



To: Rob Daykin
From: Greg Reid, City Engineer
Date: 1/16/2020
Re: Niederberger Ditch Improvements - Bid Tabulation

The City of Dundee received 12 bids for the Niederberger Ditch Improvements project which will extend storm pipes and sub-drains to accommodate filling of the ditch along the northerly side of Niederberger Road between SW Charles Street and SW Aldrer Street. Unfortunately, the lowest bid at a cost of \$34,520 (Lawson Corp.) was found to not be responsive due to not noting addendum 2 which included a change in the method of payment for one of the bid items. Pleasant Hill Development LLC was found to be the lowest responsive bidder at a cost of \$42,555. This cost was below the engineer's estimate of \$47,435. The second lowest bidder was also below the engineer's estimate at a price of \$46,038.

Recommendation: Authorize the City Engineer to proceed with the Notice of Intent and then to Award the project to Pleasant Hill Development LLC.

The City appreciates the time and effort that all bidders put into this project.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also notes that records should be kept for a sufficient period of time to allow for a thorough review if necessary.

In addition, the document highlights the need for transparency and accountability in all financial operations. It states that all transactions should be clearly documented and that the results should be made available to the appropriate authorities for review.

The document concludes by reiterating the importance of these principles and encourages all individuals involved in financial operations to adhere to them strictly.

Niederberger Storm Improvements

Bid Tabulation

City of Dundee, Oregon

Location: SW Niederberger Rd between Charles and Alder Streets

Date: 1/16/2020

Page 2 of 2

Job #: 19005

Phl. Inc.		C&M Excavation & Util. Inc		C&B Construction		Gelco Construction Co.		The Saunders Company		Eagle-Elsner, Inc		Lawson Corp.	
Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1,748.95	1,748.95	2,500.00	2,500.00	2,850.00	2,850.00	8,600.00	8,600.00	4,750.00	4,750.00	4,800.00	4,800.00	1,500.00	1,500.00
2,519.38	2,519.38	3,800.00	3,800.00	4,500.00	4,500.00	3,860.00	3,860.00	5,800.00	5,800.00	7,600.00	7,600.00	750.00	750.00
982.81	982.81	4,000.00	4,000.00	3,850.00	3,850.00	862.30	862.30	3,100.00	3,100.00	1,000.00	1,000.00	1,000.00	1,000.00
11,372.53	11,372.53	6,300.00	6,300.00	12,000.00	12,000.00	7,750.00	7,750.00	7,000.00	7,000.00	6,800.00	6,800.00	6,000.00	6,000.00
944.94	944.94	500.00	500.00	3,200.00	3,200.00	2,240.00	2,240.00	400.00	400.00	400.00	400.00	650.00	650.00
Subtotal	17,568.61	Subtotal	17,100.00	Subtotal	26,400.00	Subtotal	23,312.30	Subtotal	21,050.00	Subtotal	20,600.00	Subtotal	9,900.00

Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
29.43	8,240.40	36.00	10,080.00	38.00	10,640.00	17.30	4,844.00	20.00	5,600.00	35.00	9,800.00	29.00	8,120.00
55.15	1,985.40	64.00	2,304.00	45.00	1,620.00	15.10	543.60	19.00	684.00	51.00	1,836.00	30.00	1,080.00
122.88	737.28	23	138.00	70	420.00	20.61	123.66	21.5	129.00	145	870.00	50	300.00
3.44	430.00	1.00	125.00	6.75	843.75	6.50	812.50	1.00	125.00	4.00	500.00	3.80	475.00
Subtotal	\$11,393.08	Subtotal	\$12,647.00	Subtotal	\$13,523.75	Subtotal	\$6,323.76	Subtotal	\$6,538.00	Subtotal	\$13,006.00	Subtotal	\$9,975.00

Unit Price	Amount												
103.92	11,535.12	96.00	10,656.00	65.00	7,215.00	129.00	14,319.00	146.00	16,206.00	30.00	3,330.00	50.00	5,550.00
1,780.85	1,780.85	400.00	400.00	250.00	250.00	1,400.00	1,400.00	250.00	250.00	200.00	200.00	0.00	0.00
3,352.59	6,705.18	3,400.00	6,800.00	3,875.00	7,750.00	1,670.00	3,340.00	2,500.00	5,000.00	1,800.00	3,600.00	2,650.00	5,300.00
334.11	668.22	1,000.00	2,000.00	450.00	900.00	307.00	614.00	1,450.00	2,900.00	400.00	800.00	250.00	500.00
489.66	489.66	200.00	200.00	250.00	250.00	431.00	431.00	1,650.00	1,650.00	420.00	420.00	300.00	300.00
469.34	469.34	150.00	150.00	400.00	400.00	480.00	480.00	1,150.00	1,150.00	750.00	750.00	350.00	350.00
16.27	813.50	68.00	3,400.00	30.00	1,500.00	75.20	3,760.00	145.00	7,250.00	16.00	800.00	35.00	1,750.00
17.15	257.25	72.00	1,080.00	65.00	975.00	266.00	3,990.00	142.00	2,130.00	7.00	105.00	25.00	375.00
98.79	395.16	100.00	400.00	75.00	300.00	327.00	1,308.00	250.00	1,000.00	185.00	740.00	55.00	220.00
85.22	340.88	25.00	100.00	125.00	500.00	463.00	1,852.00	35.00	140.00	125.00	500.00	75.00	300.00
Subtotal	\$23,455.16	Subtotal	\$25,186.00	Subtotal	\$20,040.00	Subtotal	\$31,494.00	Subtotal	\$37,676.00	Subtotal	\$11,245.00	Subtotal	\$14,645.00

Total 52,416.85 Total 54,933.00 Total 59,963.75 Total 61,130.06 Total 65,264.00 Total 44,851.00 Total 34,520.00



To: Dundee City Council
From: Greg Reid, City Engineer
Date: 1/16/2020
Re: Hwy 99W Street Light Banner Arms

Background

The City has received stamped plans from the ODOT consultant and is preparing the bid documents for the installation of the street lights on the existing foundations along Hwy 99W. One enhancement that is being considered is the addition of more decorative banner arms that are produced by the street light manufacturer. See the attached specification sheet for the decorative arms. They are constructed of cast aluminum brackets with heavy aluminum pipe that is threaded and welded to the brackets. The brackets have decorative features, can be finished to match the poles and have decorative turned aluminum nobs at the ends to hold the banners on the arms. City Staff proposes two arms per banner (top and bottom) that will be oriented over the sidewalk. Since the banner brackets bolt together around the pole, the banner arms can be easily removed when the banners are not in place.

Discussion with public works staff indicated that the decorative arms will be much easier to install than the banded banner arms currently being used. PW staff also agrees that the decorative arms will look much nicer than the banded arms currently being used.

The number of banner arms needed will also need to be considered. The City will need to determine whether banners are to be put on all of the new light poles. The new lights are typically positioned with a light on each side of an intersection and two additional lights between intersections. See the attached Illumination plans.

Council Actions

1. City Staff recommends approval of decorative banner arms and request authorization for the City Engineer to add them to bids being prepared for the street light installation.
2. Provide staff with input regarding the preferred number of banner arms needed (banners to be placed on all lights or only some of them)?

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Fourth main paragraph of faint, illegible text.

HADCO

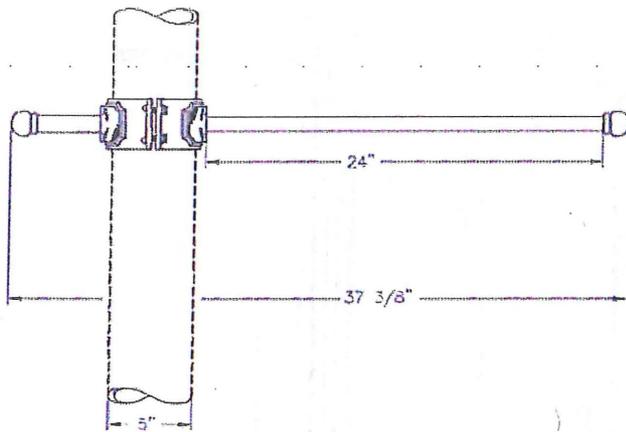
by Signify

Urban

Pole accessories

39-5 Banner arm

Project: _____
 Location: _____
 Cat.No: _____
 Type: _____
 Lamps: _____ Qty: _____
 Notes: _____



Ordering Guide

Example: 39-5 ABS 18

Product Code	39-5	Banner Arm
Finish	ABS	Antique Brass
	ACP	Antique Copper
	ARD	Antique Red
	ASI	Antique Silver
	BLK	Black
	BRN	Brown
	BRZ	Bronze
	FGN	Forest Green
	GRA	Granite
	IRN	Ironstone
	RBZ	Rustic Bronze
	SRT	Shadow Rust
	VBZ	Verde Bronze
	VCP	Verde Copper
VGN	Verde	
VTC	Vintage Copper	
WBZ	Weathered Bronze	
WHT	White	
Length	18	18"
	24	24"
	30	30"
	36	36"

Specifications

CONSTRUCTION:

Solid cast aluminum ladder rest. Cast aluminum bracket. Turned aluminum knob. 24 1/2" long 7/8" dia. heavy wall pipe threaded and welded to cast aluminum bracket. 5" dia. post order separately.

FINISH:

Resilient TGIC thermoset polyester powdercoat paint is electrostatically applied to every fixture. Specially formulated for Phillips Outdoor Lighting, it provides UV protection, and the highest temperature rating in the industry. In addition to the standard color choices shown, a spectrum of custom colors is available.

Height:

3"

Width:

37 3/8"



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200 Franklin Square Drive,
Somerset, NJ 08873
Telephone 866-486-2216

Signify Canada Ltd.
281 Hillmount Road,
Markham, ON, Canada L6C 2S3
Telephone 800-866-9008

ILLUMINATION NOTES

(SHEET SPECIFIC)

- 1 FIELD VERIFY AND CONNECT TO EXISTING CONDUIT
- 2 CONSTRUCT STREET LIGHT FOUNDATION FOR 21 FOOT POLE
PRECAST NOT ALLOWED
SEE DETAIL 2 SHEET 805 AND DETAIL 3 SHEET 807
- 3 CONSTRUCT STREET LIGHT FOUNDATION FOR 30 FOOT POLE
PRECAST NOT ALLOWED
SEE DETAIL 2 SHEET 805 AND DETAIL 3 SHEET 807

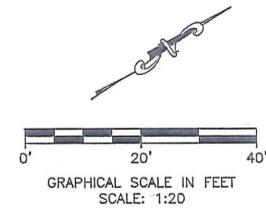
GENERAL NOTES

1. CONDUIT LAYOUT SHOWN IS SCHEMATIC. FIELD VERIFY AND ADJUST LAYOUT TO AVOID CONFLICTS WITH EXISTING AND PROPOSED UTILITIES AND IMPROVEMENTS.
2. CONTRACTOR TO INSTALL PULL TAPE IN ALL CONDUITS
3. SEE DETAILS 1 AND 2 SHEET 807
4. FIELD VERIFY EXISTING GAS AND RELOCATE IF NEEDED.

LEGEND

(SHEET SPECIFIC)

- X" FURNISH AND INSTALL X"Ø RIGID NON-METALIC ELECTRICAL CONDUIT
- ☒ BASE MOUNTED CONTROL CABINET (BY OTHERS) - NOT USED
- ILLUMINATION CONDUITS
- JB 1 FURNISH AND INSTALL 11"X18"X18" J-BOX
- JB 2 FURNISH AND INSTALL 13"X24"X18" J-BOX - NOT USED
- JB 20 FURNISH AND INSTALL 20"X21"X24" J-BOX



CITY OF DUNDEE
429 SW 4th Street
Dundee, OR 97115
Tel: (503) 576-3322
Fax: (503) 576-1929



CONSULTANT:

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

REVISION:

DRAWN BY: GSR
ISSUE DATE: FEBRUARY 27, 2017
FILE NAME:

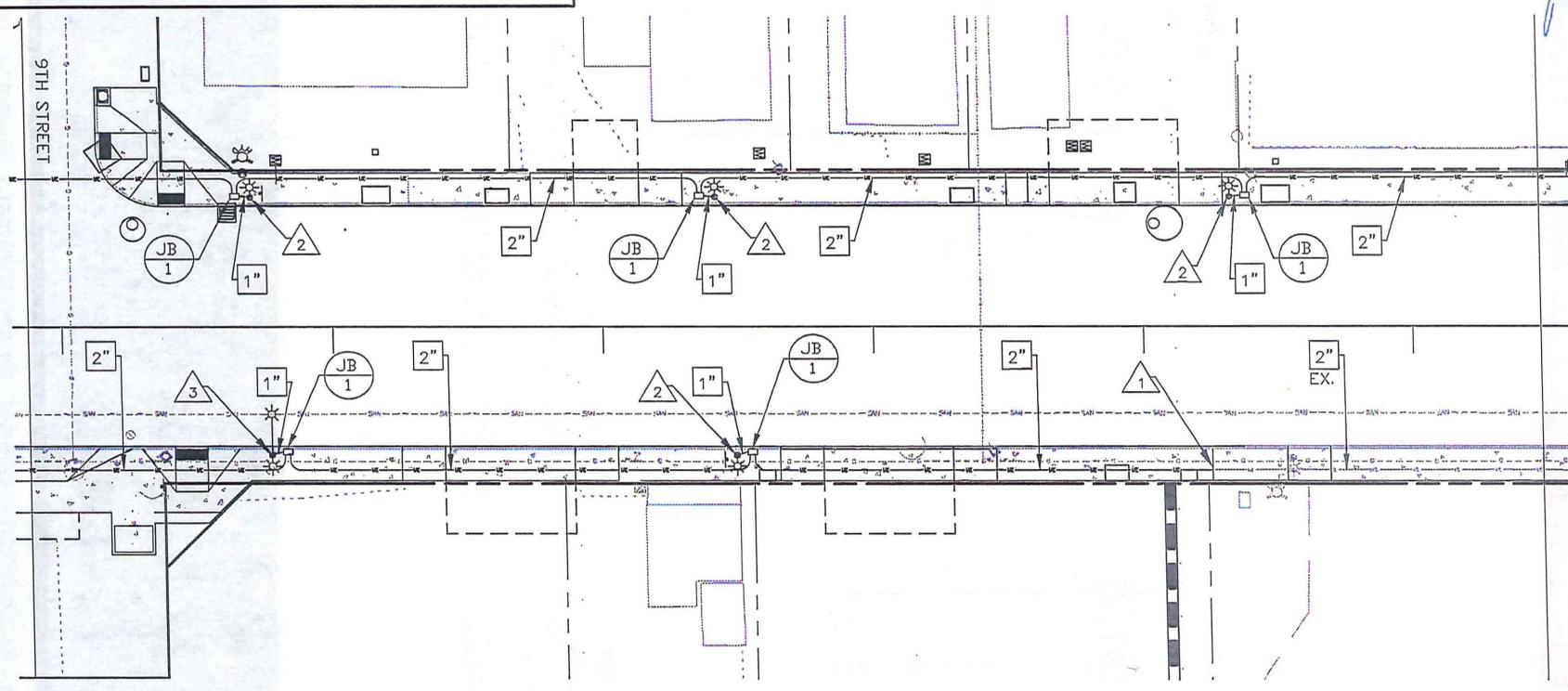
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BID DOCUMENTS

SHEET:
ILLUMINATION

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-54-

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SEE DETAIL 2 SHEET 805 AND DETAIL 3 SHEET 807

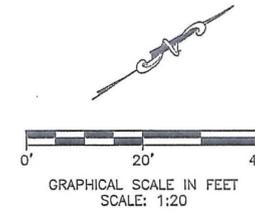
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- JB 20 FURNISH AND INSTALL 20"X21"X24" J-BOX



CITY OF DUNDEE
 829 SW 1st Street
 P.O. Box 228
 Dundee, OR 97115
 Ph: (503) 518-3822
 Fax: (503) 518-1959



CONSULTANT:

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

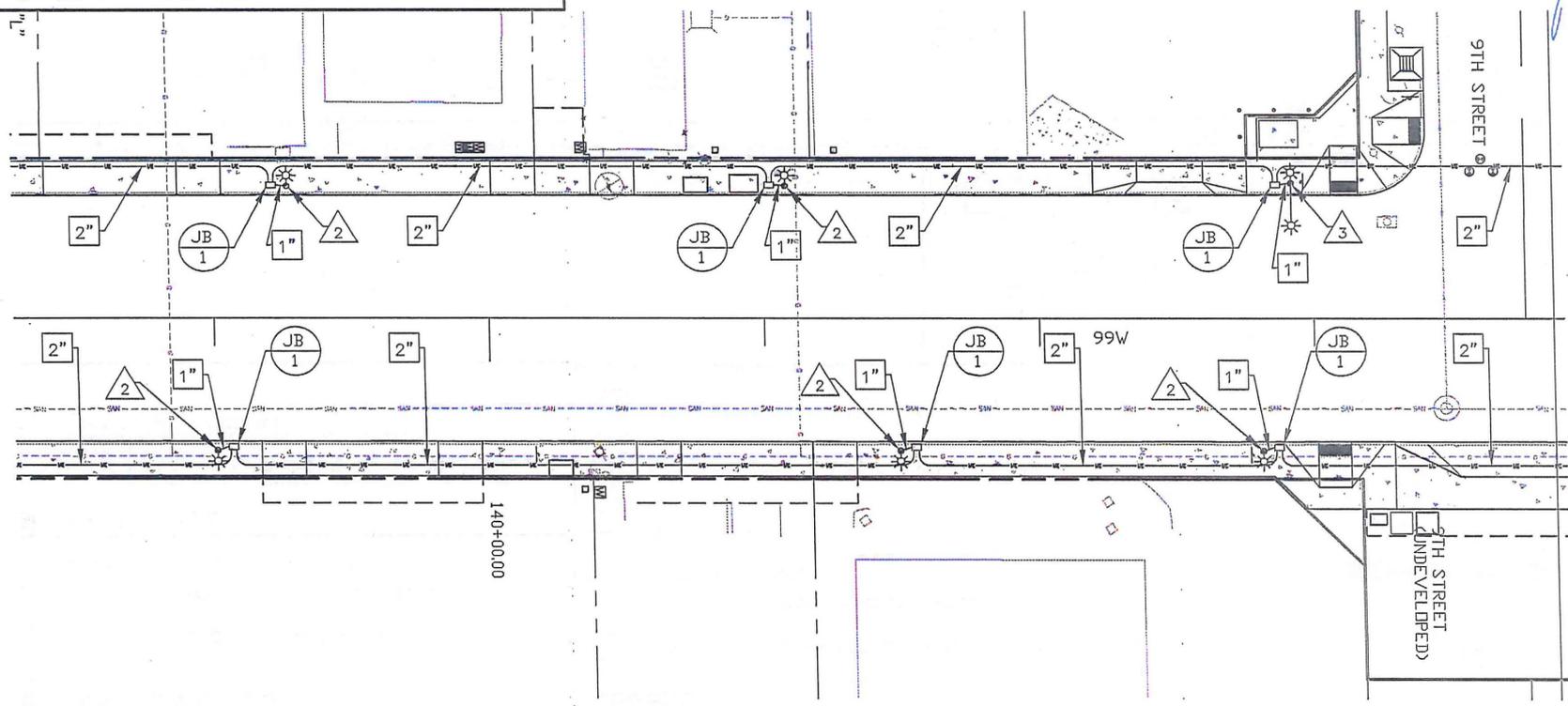
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 SHEET:
ILLUMINATION

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ILLUMINATION NOTES

(SHEET SPECIFIC)

- 1 FIELD VERIFY AND CONNECT TO EXISTING CONDUITS
- 2 CONSTRUCT STREET LIGHT FOUNDATION FOR 21 FOOT POLE PRECAST NOT ALLOWED SEE DETAIL 2 SHEET 805 AND DETAIL 3 SHEET 807

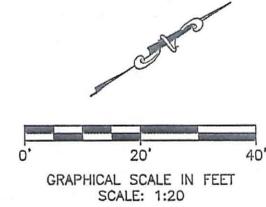
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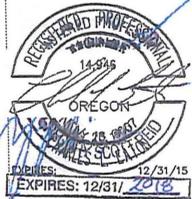
LEGEND

(SHEET SPECIFIC)

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- JB 20 FURNISH AND INSTALL 20"X21"X24" J-BOX



CITY OF DUNDEE
628 NW 5th Street
PO Box 228
Dundee, OR 97115
Ph: (503) 579-1027
Fax: (503) 579-1059



CONSULTANT:

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

REVISION:
CHANGE ORDER #1

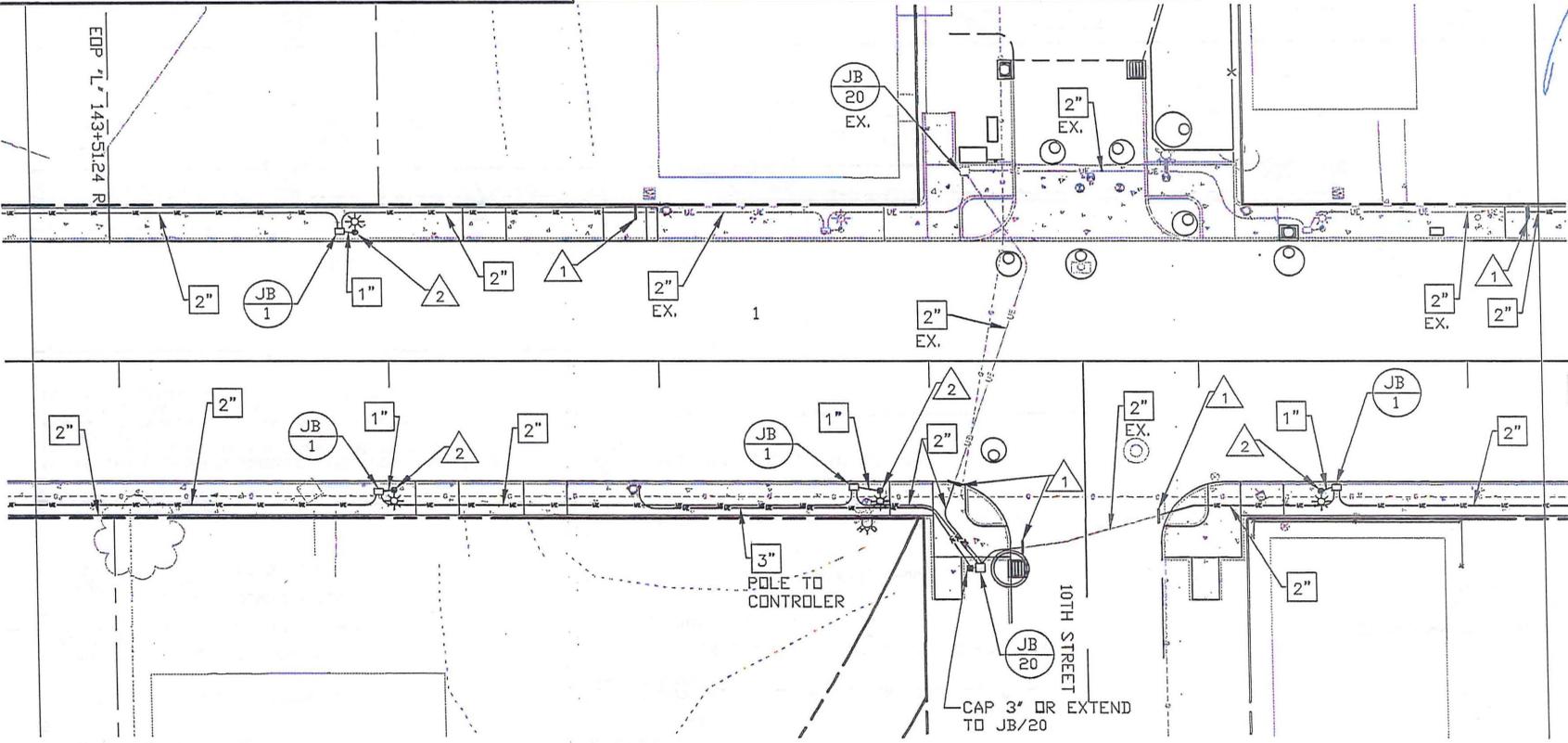
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ISSUE DATE: FEBRUARY 27, 2017
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BID DOCUMENTS

SHEET:
ILLUMINATION

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FILE: Dundee Illumination.dwg PRINT DATE: 2/27/2017 11:05:24 AM



AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: January 16, 2020
Re: 2020 Council Goal-Setting Process

Per the direction of the City Council at the January 7 meeting, I have arranged for a 4-hour goal-setting session with Sue Dicile Group through the agreement with the Mid-Willamette Valley Council of Governments in the amount of \$1,500. Council expressed their preference for meeting on a weekday starting 4:00 pm at the Dundee Fire Station Community Meeting Room. Available dates are the following:

Thursday	February 7
Tuesday	February 11
Wednesday	February 12
Tuesday	February 25
Wednesday	February 26
Thursday	February 27

Please be prepared to select a date that works for the entire Council at the January 21 meeting.

Staff will also arrange for a 30-minute meal break around 6:00 pm. At prior dinner meetings we have selected Abby's Pizza and Subway. Alternatively, we can arrange for an assortment of finger foods (crackers, cheese, cold cuts, veggie platter, fruit) or select a local restaurant, e.g. Red Hills Market. What is the Council's preference?



To: City Council
From: Chuck Simpson
CC: Rob Daykin
Date: 1/16/2020
Re: Public Works Replacement Vehicle

Comments: It is time to replace the 2001 Chevrolet pickup in our fleet, noting that it has over 100,000 miles and has surpassed its scheduled replacement time of 15 years; we have received a quote using the states bidding process (ORPIN) from Gresham Ford for a new Ford F-150 extra cab truck. (see quote attached)

Also we are requesting (if new purchase is approved) to surplus the Chevrolet truck and selling "as is" as soon as the new truck is put into service. (KBB value is 2,700-3,800) there are several avenues to sell this truck we will explore the best option.

Recommendation to purchase F-150 through Gresham Ford for 25,283.53 and surplus the Chevrolet.

Respectfully submitted:
Chuck Simpson
Public Works Superintendent

A handwritten signature in black ink, appearing to be "CS", written over the printed name.

1/16/2020





Paul Blankenship

Government and Commercial Fleet Manager

Military Deliveries

State of Oregon Contract #5551

Cell: 503.490.6510

Office: 503.665.0101

Fax: 503.665.0497

Paul@GreshamFord.com

Quoted to:

City of Dundee

Rob Daykin

Cell/Phone

503-538-3922

Date Quoted

1/15/2020

Contract FIN

QS045

Ext.

#103

This Quote is per one vehicle

E-Mail

rob.daykin@dundeecity.org

Vehicle Quoted:

Model Code

X1C F-150 SuperCab Styleside 4x2

Model Year

2020

Quote:

Item Code	Item Description	Price
Base	X1C F-150 SuperCab Styleside 4x2	\$ 21,131.00
WB	145 In. Wheel Base	incl.
GVRW	6300 GVRW	incl.
Color	YZ Oxford White	incl.
Interior	W Cloth Buckets Seats	\$ 269.00
Interior Color	G Medium Earth Gray	incl.
Trim	101A Equip. Group	\$ 2,257.00
	XL Series	
	Power Equip Group	
	FordPass™ Connect	
	Cruise Control	
	17' Silver Steel	
Engine	99B 3.3L V6 PFDI	incl.
Transmission	446 Electronic Six-Speed Automatic Transmission	incl.
Emissions	422 Calif Emissions	incl.
	X26 3.73 Reg. Axle	incl.
	53A Trailer Tow Pkg.	\$ 906.00
	67T Trailer Brake Controller	\$ 251.00
	76R Reverse Sensing System	\$ 251.00

NOTE: Current order time is 12 weeks from date of order.

NOTE: Option X19 is N/A with the drive train and wheel base of this build.

Cost of Vehicle \$ 25,065.00

Oregon Vehicle Privilege Tax \$ 125.33

Total Vehicle \$ 25,190.33

Corporate Activity Tax \$ 93.20

Delivered to Customer will pick up

Total Vehicle Quote \$ 25,283.53



The following additional pages were addendum items from the January 21, 2020 City Council Meeting.

Hwy 99W (Phase A) Street Lighting Project

Preliminary Costs

City of Dundee, Oregon

Location: Hwy 99W between 1st and 12th Streets

Date: 1/21/2020

Page 1 of 1

Dundee Job # 19006

					Engineers Estimate	
SECTION 1 - SITE WORK						
Item	Description	Quantity	Units	Unit Price	Amount	
1	Mobilization (included in each item)	1	LS	0.00	0.00	
2	Temporary Work Zone Traffic Control, Complete	1	LS	15,000.00	15,000.00	
					Subtotal	\$15,000.00

SECTION 7 - ILLUMINATION						
Item	Description	Quantity	Units	Unit Price	Amount	
3	Lighting Poles, Fixed Base	1	LS	129,505.00	129,505.00	
4	Lighting Pole Arms	1	LS	97,940.00	97,940.00	
5	Luminaires, Lamps and Ballasts	1	LS	145,273.00	145,273.00	
6	Switching, Conduit and Wiring	1	LS	66,566.00	66,566.00	
7	Banner Arms (Pair)	63	EA	440.00	27,720.00	
					Subtotal	\$467,004.00

SECTION 8 - STRUCTURES						
Item	Description	Quantity	Units	Unit Price	Amount	
8	Pole Foundations (including Conc. Demo & Repair)	1	LS	8,055.00	8,055.00	
					Subtotal	\$8,055.00

Electrical Hook-up	5,000.00
Total	\$495,059.00
Engineering (1%)	4,950.59
Total	\$500,009.59