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.

FEBRUARY 18, 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, February 4, 2020	Pages 1-8
5.2 Financial Report Ending January 31, 2020	Pages 9-30
5.3 OLCC Liquor License Application, Corollary Wines, LLC	Pages 31-38
5.4 OLCC Liquor License Application, Baltic Porter Works LLC	Pages 39-48

Action Required: Motion to Accept the Consent Agenda

6. Old Business:

6.1 Interagency Fire Service Study	Pages 49-50
Discussion	
6.2 2020 Street Improvement Projects	Pages 51-60
Action Requested	

7. New Business:

7.1 Water Bill Appeal	Pages 61-64
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

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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 Subdivsion

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
TABLE OF CONTENTS FOR MINUTES
February 4, 2020

City of Dundee
City Council Meeting Minutes
February 4, 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, Storr Nelson and Kristen Svicarovich. Absent: Councilor Patrick Kelly. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance
Michael Humm, Engineer, Kennedy Jenks.

Agenda Changes
None.

Public Comment
None.

Consent Agenda
A motion was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, January 21, 2020 and Item 5.2 Dundee Urban Renewal Agency FY 2018-19 Annual Report. **The motion** passed unanimously.

Old Business

WWTP Operations Update
Michael Humm, Engineer, Kennedy/Jenks provided a Powerpoint presentation, a copy of which was added to the meeting agenda materials.

Humm discussed the MBR Cleaning done in September 2019. He noted that there were two problems which had been manifesting themselves, suspended solids coming through the affluent as well as very short-lived recovery on the clean in place operation. Photos were reviewed and discussed in detail. He explained that the MBRs were manually cleaned by a contractor; the membrane cassettes were lifted out of the tank and cleaned. Humm discussed their findings and observations including a broken PVC pipe that was the cause of the breakthrough, which was fixed. He noted that the solids accumulation was a fine material and without much grit (a good indication). Humm explained that some "bearding" was seen, and referenced the photograph provided in his presentation. He discussed that this is an accumulation of fibrous and hair material, and what is likely happening is that this matter is getting through the screens and is building up; this is likely part of the issue in the fouling. Humm also pointed out the bearding is getting hung up on the diffuser on the bottom of the photo. Discussion ensued and Humm provided additional detailed explanation of their observations.

Humm discussed that Kubota evaluated the health of the membranes, as was done at the previous MRB cleaning. This process was described in detail. The results of the tensile strength testing from 2016 were compared with the recent results from 2019. Humm noted that the membranes

are now at about 50-60% of the initial tensile strength. Kubota indicated that while these results aren't severe or urgent, it is something to be aware of so that appropriate planning can be considered. Humm noted that their opinion was these results weren't out of the ordinary. Additional discussion ensued. It was noted that the membranes were originally installed in 2012, with an estimated 10-year lifespan. Humm estimated an approximate 2 to 5 year timeframe for membrane replacement. He discussed that replacement of the membranes will be quite costly and suggested that one approach could be a phased installation. He recommended doing a manual clean between now and the next five years, which would provide a good opportunity to make a decent investment in replacement. He discussed that the membranes could be replaced individually or in a series; their performance would not necessarily be affected by how many are new or existing (newly replaced membranes would not run any harder than those awaiting replacement). C.A. Daykin inquired about whether their may be another potential competitor to Kubota who could offer a less expensive substitute. Humm discussed that there is definitely more competition in the market at this time, though is unsure of what the cost variable might be. Additional detailed discussion ensued regarding the layout of the cassettes/membranes at the plant itself, including potential detailed replacement strategies.

C. Nelson asked Humm to review the prescreening process which Humm reviewed in detail. Humm recommended program modifications to improve operations, including working with the programmer to automate the system, with a T&M programming contract proposed not to exceed $5,000. Humm explained that Jared Nunley, WWTP Operator, has made some changes at the plant and is running a little thinner concentration of solids in the basin, allowing the material to more easily move amongst the plates. Humm discussed that Nunley has indicated there has been some improvement in the clean in place process and the recovery. He also noted that this has likely been coupled with better cleaning operations at the headworks (which can accumulate grease). Humm voiced support of the discussed process changes and encouraged that those be continued, as well as supported the use of finer screening to address the bearding.

Humm recommended temporary screening installed at the MBR basin in the return channel, a fabricated frame that the WWTP Staff could install. Humm explained that adjustments could be made to the opening sizes; the amount of material could then be evaluated in volume and size manner. Discussion ensued about how these results can confirm the suspected issue and aid in determining the best permanent solution moving forward.

C. Nelson inquired about potential impacts from the wine industry as a contributing factor to the discussed concerns which Humm indicated that he feels this is unlikely; the material contributed by the wine industry and arrives at the treatment plan is pulled out by the screen. He did affirm the load portion (solids production side) does impact the solids production, but that is not the screening issue being discussed at this time.

Humm reviewed the next steps moving forward. He pointed out that the installation of the temporary screen will be labor intensive for the Staff; this will require manual cleaning of the screen. Humm discussed his belief that there is likely a slug of material trapped in the plant that by dropping this screen in will likely pull out a fair amount over time.

C. Crawford inquired as to whether replacement of the membranes has been factored into the budget to which C.A. Daykin indicated that it has not. C. Crawford next inquired about whether the revenue numbers are below what was originally forecasted to service the debt and manage the WWTP. C.A. Daykin explained that while the revenue has been fairly predictable over the last few years, with incremental increases to add more revenue to accommodate increased maintenance cost and removal of biosolids, no funds have been set aside for future MBR plate replacement. C.A. Daykin noted that though SDC's are also being collected, a good portion of

those fees are helping to retire the existing bonds; the improvement component is a smaller component that was set up specifically for the next physical expansion, populating the other empty basins with MBR cassettes and piping.

Humm provided a biosolids disposal update. He reviewed the previous biosolids application experience utilizing the permitted land application process. Humm explained that following the application process, DEQ required them to restrict access to the area. This entailed the placement of perimeter fence which had to remain in place for 12 months; the fence changed how the owner farmed the field and didn't allow him to be able to run his farm equipment all the way to the edges of his property. The farmer also expressed concern that the tall grass which remained around the perimeter of his property along this fence line attracted rodents. Humm explained that the farmer is not interested in receiving future biosolid application.

Humm discussed that the Biosolids Management Plan in place allows for land application or landfill. He discussed the details involved with the land application process. Additionally, Humm discussed some of the potential outside risks with land application, as outlined on slide 13 of his presentation. Humm pointed out that land application sites are hard to come by in the Willamette Valley, forcing many to go to the eastern part of the State. Other factors/risks were discussed in detail. C. Nelson inquired about how many acres are required for land application to which Humm explained that the City of Dundee permitted approximately 100 acres; last time approximately 100 dry tons were applied at about 2 dry tons per acre. Humm discussed that land application is not typically done on publicly owned land, though some agencies do that if that is an available option to them. He explained that many of the larger agencies in the area are hauling biosolids over to Poplar Farms in eastern Oregon.

Humm discussed the land management approach in detail, as shown on slide 14. He explained that the Applier maintains a network of farmers, and by contracting with Cities directly they ensure that the biosolids can be applied amongst the lands that they collaborate with. Detailed discussion ensued with regard to the services provided by the Management Service. Though there are some upfront costs associated with the Land Management option, Humm voiced support that this would be a good way to improve the long-term stability of Dundee's operation. Humm discussed that Tribeca is the main hauler in the area that provides this type of management service at this time. Synagrow was noted to be a much larger provider which Humm felt would not likely participate in a public procurement process for Dundee. Humm explained that Tribeca hauled the biosolids previously for Dundee and provided some of the legwork and connection last time to identify the farmer. He explained that Tribeca does have a site in Ballston which has been permitted for another agency but never used. Though Humm explained that from a site and legwork aspect it's an acceptable site from DEQ, though the City would still be required to complete the land application process through DEQ for the City of Dundee. Humm discussed that the site is approximately 24 miles away and the application period would be from July through September.

Humm discussed that he did look into the landfill option as well. He explained that it is an authorized end disposal method; there is no additional required paperwork through DEQ. Humm discussed the screening and test requirement as outlined on slide 16. He next discussed the limitations involved with the landfill option on slide 17. Humm explained that ideally McMinnville would be a great candidate, though they are still awaiting on their expansion so they are not importing any material at this time. He explained that if the City of Dundee really wanted to pursue this option, political support would likely be required either through City Council or the Yamhill County Commissioners. Additional landfill options were briefly discussed. Humm pointed out that landfill tipping fees can add potentially 30-50% to the cost.

Humm discussed that the land application process would still be the most cost-effective route, though it does come with some level of uncertainty. Humm explained that his recommendation at this time is to put together a draft type of arrangement for Council to review for a management service to provide umbrella coverage and long-term agreement. C.A. Daykin pointed out that there are effectively two providers that could go through a competitive process for procurement of these services, though one realistically likely won't respond. He asked C. Atty Ramis if the City would be in a better position to try to waive the competitive process and try to directly negotiate if there are sufficient findings. C. Atty Ramis affirmed that the City might be able to look at that option as there might be a case of there being essentially a sole source available, especially if this could be documented in some way; if there is a strong likelihood of having two competitors then this would require a competitive process. C. Atty Ramis pointed out that even if the City did a request for proposals or request for qualifications and there was only one responder, the City could sit down and negotiate it. Humm discussed the importance of having dialogue with the Management Service so that the many details can be thoroughly understood and negotiated by both parties. The consensus of Council was to move forward with the Land Management option for biosolids management at this time.

C. Weaver inquired about whether discussion should begin about setting aside funds each year to cover biosolids management expenses to which C.A. Daykin affirmed could be discussed through the budget process. C.A. Daykin discussed that one option might be to take out a bank loan for a 7-10 year period of time; a potential uptick in customer base could potentially help pay back that loan. Brief discussion ensued with regard to the additional costs required for operations and improvements to the WWTP. C. Crawford pointed out that interest rates are very low right now which could also be helpful.

2020 Street Improvement Projects

C.A. Daykin discussed that with the potential improvements of the former Jan Sander property there is an expectation that CPRD will not only dedicate another 10 feet of property for roadway purposes, but they would also be responsible for rebuilding that portion of the substandard road as well. He expects CPRD will be coming back asking the City about use of urban renewal for part of that cost and that he is reluctant to use limited street resources for work that could be taken care of when the property does develop. C.A. Daykin described the area on Fifth Street which is being considered for improvement, which is where the worst damage is taking place because of the significant amount of traffic going in and out of the school parking areas. C.E. Reid provided additional discussion about the project being considered.

C. Adlong inquired about whether CPRD has provided any updates with regard to their progression with Jan Sander Park. C.A. Daykin explained that though he hasn't had direct communication about the park, Casey Creighton, CPRD Parks Maintenance Supervisor is planning to provide an update on the status of the Jan Sander property at the Parks Committee meeting tomorrow night. C. Nelson pointed out that the described improvement on Fifth Street would take care of all of the turns coming out of the school property and would be very beneficial; though the hill on Fifth Street will deteriorate, it won't do so to the level and speed of the lower high traffic area.

C. Crawford inquired about whether it is known when Dundee Elementary might build a new school and potentially relocate if the upcoming bond measure passes. Though C.A. Daykin cannot provide a timeframe, he pointed out that it is their most significant project in the draft bond proposal yet to be voted upon.

Tourism Website & Social Media Services Agreement

C. Crawford discussed that he is pleased with the vendor selection process. He discussed that the Tourism Committee had an approximate 5-hour meeting and interviewed several vendors who had provided proposals. The Tourism Marketing Subcommittee will meet tomorrow to work on a new contract for the selected vendor, DNA Studios, who was noted to be the current contractor used presently. C.A. Daykin discussed that if that contract negotiation is successful, then the intent would be to bring this updated scope of service and fee to the full Tourism Committee for their review and approval. C. Crawford explained that from this process the Committee was able to give thought to what services they wanted and ask questions, as well as compare the information to what they are presently receiving from DNA Studios. Additional discussion ensued. C. Crawford pointed out that the $40,000 marketing budget is only a portion of their $75,000 budget amount. **A motion** was made and seconded to authorize the City Administrator to execute a contract with the vendor selected by the Tourism Committee in an amount not to exceed $40,000 annually, provided that the agreement is first reviewed and approved by the City Attorney. C. Nelson inquired about the possibility of the $40,000 budget for this service increasing on a yearly basis to which C. Crawford clarified that only a one-year contract is being considered at this time; any increases would be brought back to Council in the future. **The motion** passed unanimously.

New Business

Storm Facility Improvements

C.E. Reid answered Council questions in detail about the storm improvements outlined in his report. C. Nelson inquired about a timeframe for the Alder Street work in the future to which C.A. Daykin discussed that completing the full street build out on the west side of Alder would only be done if the City were able to obtain more right-of-way. C.E. Reid explained that without the right-of-way he can't push the slope back to create a more permanent fix. The priorities of the storm facility improvements were discussed, and C.E. Reid pointed out that there may be an opportunity to address the two worst areas along Alder Street between two of the driveways. Council members voiced support of the recommendations provided by C.E. Reid involving construction of new storm facilities on Ninth Street and Red Hills Drive to correct ongoing problems with erosion.

Council Concerns and Committee Reports

C. Adlong explained that she recently walked along the sidewalk located on Myrtle Street. She expressed concern and noted her surprise at the condition of the sidewalk in this area due to tree roots. C.A. Daykin acknowledged this concern as well and suggested that removing the trees would be a potential option. C. Adlong pointed out that the sidewalks in this area are a safety concern, especially while walking at night. Discussion ensued about potential options to remedy the situation. C.A. Daykin discussed that an improper tree and a very narrow planting strip was allowed to be placed, presumably with the City's authorization at that time when the subdivision was built in the 1960's or early 1970's. Additional discussion ensued. C. Adlong pointed out that there are three fir trees planted on the inside of the sidewalk which are starting to lift the sidewalk as well. C.A. Daykin reviewed that a design change was discussed last year which included removing the trees and also removing the planting strip and relocating the sidewalk curb tight, which would help the trees on the private property side. These changes would come at a considerable cost; discussion ensued about potential options. C. Adlong voiced interest in the sidewalk panels being evaluated.

C.A. Daykin discussed the Street trees that the City planted on Edwards Street when the improvement was done in 2009. He explained that the City rushed to get a project out to take

advantage of the Stimulus Package; a new storm drain was placed along with a plantar strips and separated sidewalk. C.A. Daykin explained that trees were planted over the storm drains and issues are now being seen. He discussed that excavation was recently completed to assess the situation and in the future Council will receive recommendation that those trees will need to be removed. C. Adlong pointed out that removing trees is less costly if done sooner than later. C.A. Daykin suggested that if Council notes other areas of damaged sidewalk due to trees in Dundee to let him know via email and he will investigate the matter.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that the pine trees planted behind the "Welcome to Dundee" sign on the north end of town are getting rather tall. Pruning them has only been a temporary solution and they are blocking the visibility of the commercial sign and the owner requested the trees be removed. He explained that Bryan Stewart, Parks & Landscape Director, CPRD, felt that with the other landscaping in this area removing the trees would not have a significant effect visually. Council voiced support of the trees being removed. C. Adlong voiced concern that the planter area along Highway 99W in front of Dundee Elementary School was overplanted and, while it does look nice at this time, it will likely require some tree removal in the future as well as they mature.

C.A. Daykin discussed that the City has received the Verizon lease which has been signed by them. He explained that the next step is for Verizon to proceed with the application process for land use approval.

C.A. Daykin discussed that he recently received communication from Mr. Lindquist. He requested a meeting and indicated that he has a new investor/builder that is interested in his property for building residential units. C.A. Daykin explained that he and C.E. Reid will meet with them on Friday.

Public Comment

None.

The meeting was adjourned at 8:07 PM.

_____
David Russ, Mayor

Attest:

_____
Rob Daykin, City Administrator/Recorder

CITY OF DUNDEE
Statement of Activities

From 7/01/2019 Through 1/31/2020

UNAUDITED

	General Fund	Street Fund	Street CIP Fund	Street Reserve Fund	State Revenue Sharing Fund	Equipment Reserve Fund	Parks Fund	Tourism Fund	Fire Station Constr Fund	Bonded Debt	Water Fund	Water CIP Fund	Sewer Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund	Total
Revenue																	
Taxes	690.871	16.753	-	-	-	-	-	46.180	-	143.224	-	-	-	-	-	-	897.029
Franchise Fees	35.143	-	18.894	-	-	-	-	-	-	-	-	-	-	-	-	-	54.037
Licenses & Permits	42.188	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42.188
Intergovernmental Revenue	141.328	140.447	-	-	14.934	-	-	-	-	-	-	-	-	-	-	-	296.709
Charges for Services	128.761	-	-	-	-	-	-	-	-	-	432.838	26.024	798.805	30.672	63.708	12.180	1.492.987
Fines & Forfeitures	35.973	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35.973
Miscellaneous Revenue	34.574	933	2.204	584	26	10.683	2.544	1.749	80.455	821	2.636	5.375	3.057	7.065	384	1.014	154.105
Total Revenue	1,108.837	158.134	21.099	584	14.961	10.683	2.544	47.929	80.455	144.045	435.474	31.399	801.862	37.737	64.092	13.194	2.973.028
Expenditures																	
Personnel	410.003	25.306	-	-	-	-	-	-	-	-	119.930	-	111.759	-	16.183	-	683.182
Materials & Services	490.337	74.051	-	-	11.237	-	3.859	10.368	31.221	-	127.101	-	178.511	-	13.700	-	940.386
Capital Outlay	4.167	-	221.586	-	6.308	4.999	37.320	11.000	117.861	-	12.128	21.327	-	-	-	23.822	460.517
Debt Service	-	-	20.373	-	-	58.627	-	-	-	-	-	58.602	-	362.128	-	11.799	511.529
Total Expenditures	904.507	99.358	241.959	-	17.545	63.626	41.179	21.368	149.082	-	259.158	79.929	290.271	362.128	29.883	35.621	2.595.613
Excess (defiency) of Revenue over Expenditures	204,331	58,776	(220,860)	584	(2,584)	(52,943)	(38,635)	26,561	(68,627)	144,045	176,316	(48,530)	511,591	(324,391)	34,209	(22,427)	377,415
Other Financing Sources (Uses)	60.136	-	-	-	-	-	-	-	-	-	(20.655)	-	(372.481)	333.000	-	-	-
Net Changes to Fund Balance	264.467	58.776	(220.860)	584	(2.584)	(52.943)	(38.635)	26.561	(68.627)	144.045	155.662	(48.530)	139.109	8.609	34.209	(22.427)	377.415
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	87.912	3.210.736
Ending Fund Balance	873,489	103,515	74,369	45,349	(533)	801,192	(30,333)	142,654	(8,414)	161,855	215,599	277,715	296,661	522,701	46,846	65,485	3,588,150

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001
From 1/01/2020 Through 1/31/2020

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	13,433	690,871	729,500	5.30%	38,629
Franchise Fees	5,964	35,143	149,900	76.56%	114,757
Licenses & Permits	3,245	42,188	73,800	42.83%	31,612
Intergovernmental Revenue	6,181	141,328	181,700	22.22%	40,372
Charges for Services	18,002	128,761	231,800	44.45%	103,039
Fines & Forfeitures	3,849	35,973	56,000	35.76%	20,027
Miscellaneous Revenue	25,483	34,574	17,500	-97.56%	(17,074)
Total REVENUE	76,156	1,108,837	1,440,200	23.01%	331,363
EXPENDITURES (by Department)					
01 - Admin / Finance	35,279	261,747	397,100	34.09%	135,353
02 - Court	1,817	14,818	26,700	44.50%	11,882
03- Community Development	5,533	87,275	141,600	38.36%	54,325
04 - Police Department	0	259,544	519,100	50.00%	259,556
05 - Fire Department	32,840	281,122	519,000	45.83%	237,878
Total EXPENDITURES	75,469	904,507	1,603,500	43.59%	698,993
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	687	204,331	(163,300)	225.13%	(367,631)
OTHER FINANCING SOURCES (USES)					
Transfers In	7,104	60,136	96,600	37.75%	36,464
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	7,104	60,136	(40,000)	250.34%	(100,136)
NET CHANGE IN FUND BALANCE	7,791	264,467	(203,300)	230.09%	(467,767)
BEGINNING FUND BALANCE	865,698	609,022	603,200	0.97%	5,822
ENDING FUND BALANCE	873,489	873,489	399,900	118.43%	473,589

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Admin/Finance - 01
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	14,705	102,088	176,800	42.26%	74,712
Personnel Benefits	8,607	59,945	104,000	42.36%	44,055
Total Personnel Services	23,312	162,033	280,800	42.30%	118,767
Materials & Services					
Supplies	150	2,074	4,200	50.63%	2,126
Professional Services	7,006	63,465	58,100	-9.23%	(5,365)
Contractual Services	110	771	1,300	40.67%	529
Travel & Training	328	5,607	11,100	49.49%	5,493
Insurance	0	9,876	9,600	-2.88%	(276)
Regulatory Requirements	0	680	800	15.01%	120
Utilities	561	3,377	6,600	48.84%	3,223
Repairs & Maintenance	526	3,209	9,400	65.86%	6,191
Other Materials & Services	1,225	6,488	12,400	47.68%	5,912
Total Materials & Services	9,906	95,547	113,500	15.82%	17,953
Capital Outlay	2,061	4,167	2,800	-48.82%	(1,367)
Total ADMIN/FINANCE EXPENDITURES	35,279	261,747	397,100	34.09%	135,353

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Court - 02
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	801	5,590	10,300	45.73%	4,710
Personnel Benefits	685	4,423	8,800	49.74%	4,377
Total Personnel Services	1,487	10,013	19,100	47.58%	9,087
Materials & Services					
Supplies	0	35	200	82.33%	165
Professional Services	0	1,791	2,300	22.12%	509
Contractual Services	224	1,768	3,300	46.42%	1,532
Travel & Training	75	949	1,100	13.76%	151
Other Materials & Services	31	262	700	62.52%	438
Total Materials & Services	330	4,806	7,600	36.77%	2,794
Capital Outlay	0	0	0		0
Total COURT EXPENDITURES	1,817	14,818	26,700	44.50%	11,882

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Community Development - 03
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	946	6,602	12,200	45.88%	5,598
Personnel Benefits	810	5,631	10,400	45.85%	4,769
Total Personnel Services	1,755	12,234	22,600	45.87%	10,366
Materials & Services					
Supplies	26	106	500	78.78%	394
Professional Services	2,438	35,898	61,000	41.15%	25,102
Contractual Services	1,263	18,777	36,000	47.84%	17,223
Travel & Training	40	847	1,400	39.51%	553
Other Materials & Services	11	19,413	20,100	3.42%	687
Total Materials & Services	3,778	75,042	119,000	36.94%	43,958
Total COMMUNITY DEVELOPMENT EXPENDITURES	5,533	87,275	141,600	38.36%	54,325

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Police Dept - 04
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	0	259,544	519,100	50.00%	259,556
Total Materials & Services	0	259,544	519,100	50.00%	259,556
Total POLICE DEPT EXPENDITURES	0	259,544	519,100	50.00%	259,556

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001 Fire Dept - 05
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	18,505	141,607	236,700	40.17%	95,093
Personnel Benefits	9,189	84,116	155,900	46.04%	71,784
Total Personnel Services	27,693	225,723	392,600	42.51%	166,877
Materials & Services					
Supplies	688	6,062	16,000	62.11%	9,938
Professional Services	0	158	800	80.31%	643
Contractual Services	1,752	17,201	25,400	32.28%	8,199
Travel & Training	80	316	2,100	84.94%	1,784
Insurance	0	16,723	17,400	3.89%	677
Regulatory Requirements	176	739	7,500	90.15%	6,761
Utilities	1,819	9,009	17,900	49.67%	8,891
Repairs & Maintenance	584	5,086	13,000	60.88%	7,914
Other Materials & Services	48	106	300	64.79%	194
Total Materials & Services	5,147	55,398	100,400	44.82%	45,002
Capital Outlay	0	0	26,000	100.00%	26,000
Total FIRE DEPT EXPENDITURES	32,840	281,122	519,000	45.83%	237,878

City of Dundee

Statement of Revenue & Expenditures
Street Fund - 110
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	2,032	16,753	29,000	42.23%	12,247
Intergovernmental Revenue	20,198	140,447	240,000	41.48%	99,553
Miscellaneous Revenue	199	933	1,500	37.77%	567
Total REVENUE	22,428	158,134	270,500	41.54%	112,366
EXPENDITURES					
Personnel Services	2,813	25,306	42,400	40.32%	17,094
Material & Services					
Supplies	125	2,288	4,200	45.51%	1,912
Professional Services	2,421	9,498	9,000	-5.53%	(498)
Travel & Training	0	122	500	75.60%	378
Insurance	0	1,895	1,900	0.26%	5
Regulatory Requirements	71	71	100	29.00%	29
Utilities	2,074	14,445	23,800	39.31%	9,355
Repairs & Maintenance	3,495	24,718	115,900	78.67%	91,182
Interfund Services	1,892	21,008	19,600	-7.19%	(1,408)
Other Materials & Services	0	6	200	96.90%	194
Total Materials & Services	10,077	74,051	175,200	57.73%	101,149
Total EXPENDITURES	12,890	99,358	217,600	54.34%	118,242
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	9,539	58,776	52,900	-11.11%	(5,876)
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	9,539	58,776	(35,400)	266.03%	(94,176)
BEGINNING FUND BALANCE	93,977	44,739	43,500	2.85%	1,239
ENDING FUND BALANCE	103,515	103,515	8,100	1177.97%	95,415

City of Dundee

Statement of Revenue & Expenditures
Street CIP Fund - 111
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Franchise Fees	0	18,894	43,900	56.96%	25,006
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	143	2,204	57,000	96.13%	54,796
Total REVENUE	143	21,099	700,900	96.99%	679,801
EXPENDITURES					
Capital Outlay	5,045	221,586	1,313,000	83.12%	1,091,414
Debt Service	0	20,373	49,600	58.93%	29,227
Total EXPENDITURES	5,045	241,959	1,362,600	82.24%	1,120,641
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(4,902)	(220,860)	(661,700)	66.62%	(440,840)
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)	0	0	526,000	100.00%	526,000
NET CHANGE IN FUND BALANCE	(4,902)	(220,860)	(135,700)	-62.76%	85,160
BEGINNING FUND BALANCE	79,271	295,229	248,800	18.66%	46,429
ENDING FUND BALANCE	74,369	74,369	113,100	-34.25%	(38,731)

City of Dundee

Statement of Revenue & Expenditures
Street Reserve Fund - 112
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Miscellaneous Revenue	87	584	1,100	46.92%	516
Total REVENUE	87	584	1,100	46.92%	516
EXPENDITURES					
Capital Outlay	0	0	45,800	100.00%	45,800
Total EXPENDITURES	0	0	45,800	100.00%	45,800
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	87	584	(44,700)	101.31%	(45,284)
NET CHANGE IN FUND BALANCE	87	584	(44,700)	101.31%	(45,284)
BEGINNING FUND BALANCE	45,261	44,765	44,700	0.14%	65
ENDING FUND BALANCE	45,349	45,349	0	0.00%	45,349

City of Dundee

Statement of Revenue & Expenditures
State Revenue Sharing Fund - 122
From 1/01/2020 Through 1/31/2020

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

City of Dundee

Statement of Revenue & Expenditures
Equipment Reserve Fund - 127
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Miscellaneous Revenue	1,539	10,683	37,000	71.13%	26,317
Total REVENUE	1,539	10,683	37,000	71.13%	26,317
EXPENDITURES					
Capital Outlay	0	4,999	915,000	99.45%	910,001
Debt Service	29,314	58,627	58,700	0.12%	73
Total EXPENDITURES	29,314	63,626	973,700	93.47%	910,074
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(27,775)	(52,943)	(936,700)	94.35%	(883,757)
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	83,200	100.00%	83,200
Total OTHER FINANCING SOURCES (USES)	0	0	83,200	100.00%	83,200
NET CHANGE IN FUND BALANCE	(27,775)	(52,943)	(853,500)	93.80%	(800,557)
BEGINNING FUND BALANCE	828,966	854,135	853,500	-0.07%	(635)
ENDING FUND BALANCE	801,192	801,192	0	NA	(801,192)

City of Dundee

Statement of Revenue & Expenditures
Parks Fund - 131
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	32,800	100.00%	32,800
Miscellaneous Revenue	2,500	2,544	2,600	2.16%	56
Total REVENUE	2,500	2,544	35,400	92.81%	32,856
EXPENDITURES					
Materials & Services					
Professional Services	213	2,150	4,000	46.25%	1,850
Repairs & Maintenance	0	1,709	5,200	67.14%	3,491
Total Materials & Services	213	3,859	9,200	58.05%	5,341
Capital Outlay	(50)	37,320	37,500	0.48%	180
Total EXPENDITURES	163	41,179	46,700	11.82%	5,521
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	2,337	(38,635)	(11,300)	-241.90%	27,335
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	5,500	100.00%	5,500
Total OTHER FINANCING SOURCES (USES)	0	0	5,500	100.00%	5,500
NET CHANGE IN FUND BALANCE	2,337	(38,635)	(5,800)	-566.12%	32,835
BEGINNING FUND BALANCE	(32,670)	8,302	6,100	-36.10%	-2,202
ENDING FUND BALANCE	(30,333)	(30,333)	300	10210.88%	30,633

City of Dundee

Statement of Revenue & Expenditures
Tourism Fund - 151
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	4,210	46,180	75,800	39.08%	29,620
Miscellaneous Revenue	276	1,749	13,000	86.55%	11,251
Total REVENUE	4,486	47,929	88,800	46.03%	40,871
EXPENDITURES					
Materials & Services					
Professional Services	0	737	2,500	70.54%	1,763
Contractual Services	3,784	9,632	112,000	91.40%	102,368
Total Materials & Services	3,784	10,368	114,500	90.94%	104,132
Capital Outlay	0	11,000	80,000	86.25%	69,000
Total EXPENDITURES	3,784	21,368	194,500	89.01%	173,132
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	702	26,561	(105,700)	125.13%	(132,261)
NET CHANGE IN FUND BALANCE	702	26,561	(105,700)	125.13%	(132,261)
BEGINNING FUND BALANCE	141,953	116,093	110,900	-4.68%	(5,193)
ENDING FUND BALANCE	142,654	142,654	5,200	-2643.35%	(137,454)

City of Dundee

Statement of Revenue & Expenditures
Fire Station Construction Fund - 201
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	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	1,500	117,861	116,600	-1.08%	(1,261)
Total EXPENDITURES	1,500	149,082	141,500	-5.36%	(7,582)
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(1,500)	(68,627)	(60,200)	-14.00%	8,427
NET CHANGE IN FUND BALANCE	(1,500)	(68,627)	(60,200)	-14.00%	8,427
BEGINNING FUND BALANCE	(6,914)	60,214	60,200	-0.02%	(14)
ENDING FUND BALANCE	(8,414)	(8,414)	0	0.00%	8,414

City of Dundee

Statement of Revenue & Expenditures
Bonded Debt - 310
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	2,527	143,224	148,000	3.23%	4,776
Miscellaneous Revenue	252	821	1,000	17.91%	179
Total REVENUE	2,779	144,045	149,000	3.33%	4,955
EXPENDITURES					
Debt Service	0	0	150,200	100.00%	150,200
Total EXPENDITURES	0	0	150,200	100.00%	150,200
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	2,779	144,045	(1,200)	12103.78%	(145,245)
NET CHANGE IN FUND BALANCE	2,779	144,045	(1,200)	12103.78%	(145,245)
BEGINNING FUND BALANCE	159,077	17,810	17,600	-1.19%	(210)
ENDING FUND BALANCE	161,855	161,855	16,400	-886.92%	(145,455)

City of Dundee

Statement of Revenue & Expenditures
Water Fund - 431
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	40,408	432,838	617,400	29.89%	184,562
Miscellaneous Revenue	444	2,636	3,400	22.46%	764
Total REVENUE	40,853	435,474	620,800	29.85%	185,326
EXPENDITURES					
Personnel Services	16,372	119,930	217,400	44.83%	97,470
Materials & Services					
Supplies	463	8,108	12,500	35.13%	4,392
Professional Services	40	10,606	8,600	-23.33%	(2,006)
Contractual Services	11	2,121	10,000	78.79%	7,879
Travel & Training	0	505	2,300	78.05%	1,795
Insurance	0	6,502	5,700	-14.06%	(802)
Regulatory Requirements	792	6,695	15,500	56.81%	8,805
Utilities	3,211	25,977	46,100	43.65%	20,123
Repairs & Maintenance	1,640	14,643	40,800	64.11%	26,157
Interfund Services	7,767	46,600	94,000	50.43%	47,400
Other Materials & Services	1,073	5,343	9,700	44.92%	4,357
Total Materials & Services	14,997	127,101	245,200	48.16%	118,099
Capital Outlay	1,344	12,128	36,000	0.00%	23,872
Total EXPENDITURES	32,713	259,158	498,600	48.02%	239,442
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	8,139	176,316	122,200	-44.28%	(54,116)
OTHER FINANCING SOURCES (USES)					
Transfers Out	(1,969)	(20,655)	(155,000)	86.67%	(134,345)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(1,969)	(20,655)	(175,000)	88.20%	(154,345)
NET CHANGE IN FUND BALANCE	6,170	155,662	(52,800)	394.81%	(208,462)
BEGINNING FUND BALANCE	209,429	59,937	56,500	6.08%	3,437
ENDING FUND BALANCE	215,599	215,599	3,700	5727.00%	211,899

City of Dundee

Statement of Revenue & Expenditures
Water CIP Fund - 432
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	0	26,024	39,200	33.61%	13,176
Miscellaneous Revenue	793	5,375	6,000	10.42%	625
Total REVENUE	793	31,399	45,200	30.53%	13,801
EXPENDITURES					
Capital Outlay	11,526	21,327	265,000	91.95%	243,673
Debt Service	0	58,602	117,300	50.04%	58,698
Total EXPENDITURES	11,526	79,929	382,300	79.09%	302,371
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(10,733)	(48,530)	(337,100)	85.60%	-288,570
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	(10,733)	(48,530)	(257,100)	81.12%	-208,570
BEGINNING FUND BALANCE	288,448	326,245	270,600	-20.56%	-55,645
ENDING FUND BALANCE	277,715	277,715	13,500	-1957.15%	-264,215

City of Dundee

Statement of Revenue & Expenditures
Sewer Fund - 441
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	102,692	798,805	1,331,400	40.00%	532,596
Miscellaneous Revenue	580	3,057	4,500	32.06%	1,443
Total REVENUE	103,271	801,862	1,335,900	39.98%	534,038
EXPENDITURES					
Personnel Services	15,678	111,759	200,200	44.18%	88,441
Materials & Services					
Supplies	873	8,555	21,500	60.21%	12,945
Professional Services	1,071	10,680	40,700	73.76%	30,020
Contractual Services	94	385	700	44.96%	315
Travel & Training	0	978	2,300	57.49%	1,322
Insurance	0	15,332	16,700	8.19%	1,368
Regulatory Requirements	107	3,746	5,600	33.11%	1,854
Utilities	7,837	47,555	85,100	44.12%	37,545
Repairs & Maintenance	2,670	37,772	221,300	82.93%	183,528
Interfund Services	6,883	48,183	86,400	44.23%	38,217
Other Materials & Services	1,060	5,326	9,500	43.94%	4,174
Total Materials & Services	20,596	178,511	489,800	63.55%	311,289
Total EXPENDITURES	36,274	290,271	690,000	57.93%	399,729
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	66,997	511,591	645,900	20.79%	134,309
OTHER FINANCING SOURCES (USES)					
Transfers Out	(60,635)	(372,481)	(745,600)	50.04%	(373,119)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(60,635)	(372,481)	(765,600)	51.35%	(393,119)
NET CHANGE IN FUND BALANCE	6,363	139,109	(119,700)	216.22%	(258,809)
BEGINNING FUND BALANCE	290,298	157,552	143,300	9.95%	14,252
ENDING FUND BALANCE	296,661	296,661	23,600	1157.04%	273,061

City of Dundee

Statement of Revenue & Expenditures
Sewer CIP Fund - 442
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	0	30,672	37,200	17.55%	6,528
Miscellaneous Revenue	1,004	7,065	22,200	68.17%	15,135
Total REVENUE	1,004	37,737	59,400	36.47%	21,663
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	1,004	(324,391)	(629,800)	48.49%	(305,409)
OTHER FINANCING SOURCES (USES)					
Transfers In	55,500	333,000	666,000	50.00%	333,000
Total OTHER FINANCING SOURCES (USES)	55,500	333,000	666,000	50.00%	333,000
NET CHANGE IN FUND BALANCE	56,504	8,609	36,200	76.22%	27,591
BEGINNING FUND BALANCE	466,197	514,092	497,100	-3.42%	(16,992)
ENDING FUND BALANCE	522,701	522,701	533,300	1.99%	10,599

City of Dundee

Statement of Revenue & Expenditures
Storm Water Fund - 451
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	8,674	63,708	109,800	41.98%	46,092
Miscellaneous Revenue	90	384	1,000	61.58%	616
Total REVENUE	8,764	64,092	110,800	42.16%	46,708
EXPENDITURES					
Personnel Services	2,135	16,183	28,300	42.82%	12,117
Materials & Services					
Supplies	62	1,248	2,300	45.73%	1,052
Professional Services	437	2,506	5,600	55.24%	3,094
Travel & Training	0	61	200	69.50%	139
Insurance	0	209	200	-4.26%	(9)
Regulatory Requirements	36	36	100	64.50%	65
Utilities	58	487	1,100	55.72%	613
Repairs & Maintenance	188	1,214	2,700	55.03%	1,486
Interfund Services	1,133	7,933	12,100	34.44%	4,167
Other Materials & Services	1	6	300	97.97%	294
Total Materials & Services	1,916	13,700	24,600	44.31%	10,900
Total EXPENDITURES	4,050	29,883	52,900	43.51%	23,017
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	4,713	34,209	57,900	40.92%	23,691
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	4,713	34,209	(11,000)	410.99%	(45,209)
BEGINNING FUND BALANCE	42,133	12,638	12,100	4.44%	538
ENDING FUND BALANCE	46,846	46,846	1,100	4158.76%	45,746

City of Dundee

Statement of Revenue & Expenditures
Storm Water CIP Fund - 452
From 1/01/2020 Through 1/31/2020

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	0	12,180	15,000	18.80%	2,820
Miscellaneous Revenue	126	1,014	1,300	22.02%	286
Total REVENUE	126	13,194	16,300	19.06%	3,106
EXPENDITURES					
Capital Outlay	1,989	23,822	111,000	78.54%	87,178
Debt Service	0	11,799	23,700	50.22%	11,901
Total EXPENDITURES	1,989	35,621	134,700	73.56%	99,079
EXCESS (deficiency) of REVENUE OVER EXPENDITUR	(1,863)	(22,427)	(118,400)	81.06%	-95,973
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	52,000	100.00%	52,000
Total OTHER FINANCING SOURCES (USES)	0	0	52,000	0.00%	52,000
NET CHANGE IN FUND BALANCE	(1,863)	(22,427)	(66,400)	0.00%	-43,973
BEGINNING FUND BALANCE	67,348	87,912	71,400	0.00%	-16,512
ENDING FUND BALANCE	65,485	65,485	5,000	0.00%	-60,485

OREGON LIQUOR CONT _ COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
☐ Brewery 1st Location	Date application received and/or date stamp:
☐ Brewery 2nd Location	
☐ Brewery 3rd Location	
☐ Brewery-Public House 1st location	
☐ Brewery-Public House 2nd location	
☐ Brewery-Public House 3rd location	Name of City or County:
☐ Distillery	
☐ Full On-Premises, Commercial	
☐ Full On-Premises, Caterer	Recommends this license be:
☐ Full On-Premises, Passenger Carrier	☐ Granted ☐ Denied
☐ Full On-Premises, Other Public Location	
☐ Full On-Premises, For Profit Private Club	
☐ Full On-Premises, Nonprofit Private Club	By:
☐ Grower Sales Privilege 1st location	
☐ Grower Sales Privilege 2nd location	Date:
☐ Grower Sales Privilege 3rd location	**OLCC USE ONLY**
☐ Limited On-Premises	Date application received:
☐ Off-Premises	1-29-2020
☐ Off-Premises with Fuel Pumps	
☐ Warehouse	By: Omnicle
☐ Wholesale Malt Beverage & Wine	
☐ Winery 1st Location	License Action(s):
☒ Winery 2nd Location	2nd location WY (N/O)
☐ Winery 3rd Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Corollary Wines LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

RECEIVED
OREGON LIQUOR CONTROL COMMISSION
JAN 29 2020
SALEM REGIONAL OFFICE

3. Trade Name of the Business (Name Customers Will See)

Corollary Wines

4. Business Address (Number and Street Address of the Location that will have the liquor license)

379 SW 7th St

City	County	Zip Code
Dundee	**Yamhill**	**97115**

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Corollary Wines			
6. Does the business address currently have an OLCC liquor license? ☐ YES ☒ NO			
7. Does the business address currently have an OLCC marijuana license? ☐ YES ☒ NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 379 SW 7th St			
City Dundee	State OR	Zip Code 97115	
9. Phone Number of the Business Location	10. Email Contact for this Application jeanne@corollarywines.com		
11. Contact Person for this Application Jeanne Feldkamp		Phone Number 4153089844	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

Corollary Wines LLC

(Applicant#1)

Jeanne Feldkamp

(Applicant #2)

(Applicant#3)

(Applicant #4)

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name: (LAST) Feldkamp | (FIRST) Jeanne | (MIDDLE) Kathryn
2. Other Names Used (Maiden, Etc.):
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
   ☒ Yes ☐ No If yes, please provide your SSN: __

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

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

   Do you voluntarily consent to the OLCC's use of your SSN as just described? ☒ Yes ☐ No
4. Date of Birth (MM/DD/YYYY): 08 / 31
5. Contact Phone: 415-308-9844
6. Driver License or State ID #:
7. State: Oregon
8. Residence Address:
   379 SW 7th St, Dundee OR 97115
9. Mailing Address (if different):
10. E-Mail (optional): jeanne@corollarywines.com
11. Do you have a spouse or domestic partner? ☒ Yes ☐ No
    If yes, list his/her full name: Daniel Bruce Diephouse
12. If yes to #11, will this person be involved in the management of, or have control over the business?
    ☐ No ☒ Yes
13. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
14. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of a **FELONY**?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
15. Have you ever been in a drug or alcohol **diversion program** in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

OSP/DMV
Search Completed
JAN 29 2020
INITIALS: NO CCH HOMI (82)

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Corollary Wines LLC currently holds Oregon winery license 290972. We are interested in establishing a second location to use for tastings.

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No Please skip questions 19 & 20. Go directly to question 21.

☐ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☐ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☐ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)	(FIRST)	(MIDDLE)
Feldkamp	Jeanne	Kathryn
Signature: Jeanne Feldkamp		Date: 01/14/2020

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name: (LAST) Diephouse | (FIRST) Daniel | (MIDDLE) Bruce
2. Other Names Used (Maiden, Etc.):
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
   ☒ Yes ☐ No If yes, please provide your SSN: _____

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

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

   Do you voluntarily consent to the OLCC's use of your SSN as just described? ☒ Yes ☐ No
4. Date of Birth (MM/DD/YYYY): 10 / 28 /
5. Contact Phone: 616-318-5474
6. Driver License or State ID #:
7. State: Oregon
8. Residence Address:
   379 SW 7th St, Dundee OR 97115
9. Mailing Address (if different):
10. E-Mail (optional): dan@corollarywines.com
11. Do you have a spouse or domestic partner? ☒ Yes ☐ No
    If yes, list his/her full name: Jeanne Kathryn Feldkamp
12. If yes to #11, will this person be involved in the management of, or have control over the business?
    ☐ No ☒ Yes
13. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
14. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of a **FELONY**?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
15. Have you ever been in a drug or alcohol **diversion program** in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

DSP/DMV Search Completed JAN 29 2020 INITIALS: NO CCH

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Corollary Wines LLC currently holds Oregon winery license 290972. We are interested in establishing a second location to use for tastings.

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No Please skip questions 19 & 20. Go directly to question 21.

☐ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☐ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☐ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)	(FIRST)	(MIDDLE)
Diephouse	Daniel	Bruce
Signature:		Date: 01/14/2020

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Corollary Wines LLC Phone: 415-308-9844

Trade Name (dba): Corollary Wines

Business Location Address: 379 SW 7th St

City: Dundee ZIP Code: 97115

DAYS AND HOURS OF OPERATION

Business Hours:

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

Outdoor Area Hours:

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

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

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

_____ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☑ No If yes, explain: Wine Storage

ENTERTAINMENT

Check all that apply:

☐ Live Music
☐ Recorded Music
☐ DJ Music
☐ Dancing
☐ Nude Entertainers
☐ Karaoke
☐ Coin-operated Games
☐ Video Lottery Machines
☐ Social Gaming
☐ Pool Tables
☐ Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: _____ Outdoor: _____

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: 0

OLCC USE ONLY

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

Investigator Initials: _____

Date: _____

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

Applicant Signature: [signature] **Date:** 7 Feb 2020

1-800-452-OLCC (6522)

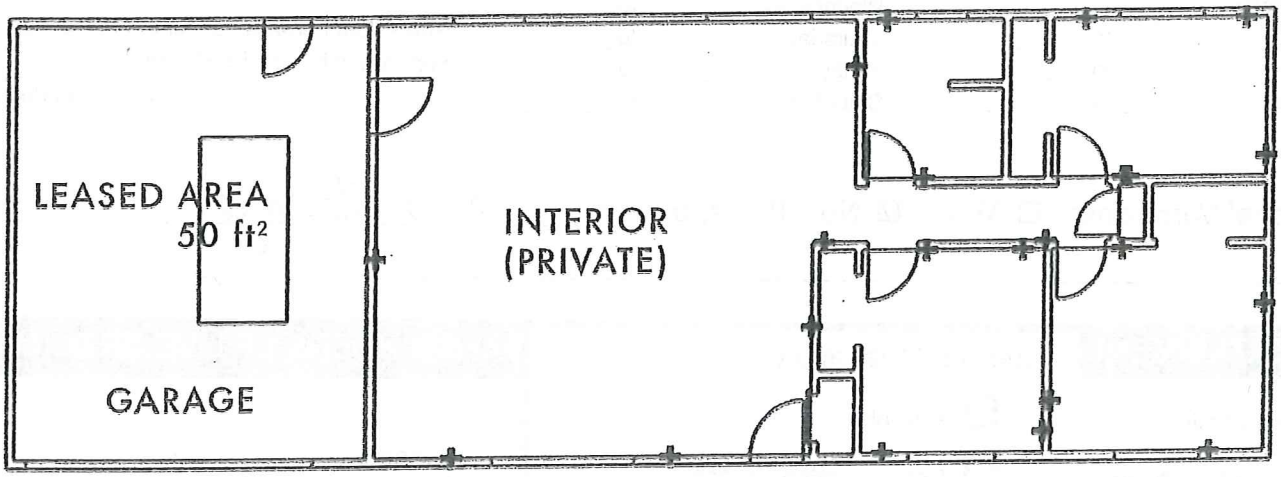
www.oregon.gov/olcc

(rev. 12/07)

OREGON LIQUOR CONTROL COMMISSION

FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Corollary Wines LLC

Applicant Name

Corollary Wines

Trade Name (dba):

Dundee 97115

City and ZIP Code

.....OLCC USE ONLY.....

MINOR POSTING ASSIGNMENT(S)

Date:_____ Initials:_____

1-800-452-OLCC (6522)

STOEL RIVES LLP

600 University Street, Suite 3600
Seattle, WA 98101
T. 206.624.0900
F. 206.386.7500
www.stoel.com

STEPHANIE J. MEIER
D. 206.386.7546
stephanie.meier@stoel.com

February 7, 2020

VIA USPS OVERNIGHT

City of Dundee
Attn: Melody Osborne
PO Box 220
Dundee, Oregon 97115

Re: Baltic Porter Works LLC
Winery License Application – 239 SE 5th Street, Dundee, OR 97115

To Whom It May Concern:

This firm represents Baltic Porter Works LLC (the "**Applicant**") in liquor licensing matters. The Applicant has applied for a federal winery basic permit and is now applying for a state winery license at the location referenced above. The Applicant intends to alternate with an existing licensed winery located at this same address and operated by Wine by Joe, LLC dba Wine by Joe ("**Host Winery**") under License No. 291023.

Enclosed is the approved OLCC application and $25.00 fee so that the application can go before the City Council on February 18, 2020.

Should you need anything further or if you have questions, please do not hesitate to contact me.

Very truly yours,

Stephanie Meier
Enclosures

105269144.1 0070670-00001

PRINT

RESET FORM

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
☐ Brewery 1st Location	Date application received and/or date stamp:
☐ Brewery 2nd Location	
☐ Brewery 3rd Location	
☐ Brewery-Public House 1st location	
☐ Brewery-Public House 2nd location	
☐ Brewery-Public House 3rd location	Name of City or County:
☐ Distillery	
☐ Full On-Premises, Commercial	
☐ Full On-Premises, Caterer	Recommends this license be:
☐ Full On-Premises, Passenger Carrier	☐ Granted ☐ Denied
☐ Full On-Premises, Other Public Location	
☐ Full On-Premises, For Profit Private Club	
☐ Full On-Premises, Nonprofit Private Club	By:
☐ Grower Sales Privilege 1st location	
☐ Grower Sales Privilege 2nd location	Date:
☐ Grower Sales Privilege 3rd location	**OLCC USE ONLY**
☐ Limited On-Premises	Date application received:
☐ Off-Premises	2-6-20
☐ Off-Premises with Fuel Pumps	
☐ Warehouse	By:
☐ Wholesale Malt Beverage & Wine	
☒ Winery 1st Location	License Action(s):
☐ Winery 2nd Location	
☐ Winery 3rd Location	N/O

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Baltic Porter Works LLC
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

RECEIVED
OREGON LIQUOR CONTROL COMMISSION
FEB 26 2020
SALEM REGIONAL OFFICE

3. Trade Name of the Business (Name Customers Will See)		
Baltic Porter Works		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
239 SE 5th Street		
City	County	Zip Code
Dundee	**Yamhill**	**97115**

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Baltic Porter Works			
6. Does the business address currently have an OLCC liquor license? [X] YES [ ] NO			
7. Does the business address currently have an OLCC marijuana license? [ ] YES [X] NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 4531 Simonton Road			
City Farmers Branch	State TX	Zip Code 75244	
9. Phone Number of the Business Location 972-576-7170	10. Email Contact for this Application stephanie.meier@stoel.com		
11. Contact Person for this Application Stephanie Meier	Phone Number 206-386-7546		
Contact Person's Mailing Address (if different) 600 University Street, Suite 3600	City Seattle	State WA	Zip Code 98101

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Applicant#1) _____ (Applicant #2) _____

(Applicant#3) _____ (Applicant #4) _____

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name: (LAST) Shadonix | (FIRST) Sarah | (MIDDLE) J
2. Other Names Used (Maiden, Etc.): Sarah Stuber (maiden)
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
   ☒ Yes ☐ No If yes, please provide your SSN: ___

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

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

   Do you voluntarily consent to the OLCC's use of your SSN as just described? ☒ Yes ☐ No
4. Date of Birth (MM/DD/YYYY): 01 / 06 / 5. Contact Phone: (972) 576-7170
6. Driver License or State ID # | 7. State: Texas
8. Residence Address:
   1160 Terrace Manor Dr., Prosper, Texas 75078
9. Mailing Address (if different):
10. E-Mail (optional):
11. Do you have a spouse or domestic partner? ☒ Yes ☐ No
    If yes, list his/her full name: J. Matthew Shadonix
12. If yes to #11, will this person be involved in the management of, or have control over the business?
    ☐ No ☒ Yes
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

OSP/DMV Search Completed FEB 06 2020 INITIALS: NO CCH/DMV

OLCC IH Application (Rev. 06/2017)

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Wine Retriever LLC - Texas and California bonded winery, holds direct shipper permits in Oregon and other states
Altbier Operations LLC - California bonded winery, holds direct shipper permits in Oregon and other states
Cider Works LLC - California bonded winery, holds direct shipper permits in Oregon and other states

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No Please skip questions 19 & 20. Go directly to question 21.
☐ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Indirectly hold interest in the following:
Wine Retriever LLC - Texas and California bonded winery, holds direct shipper permits in Oregon and other states
Altbier Operations LLC - California bonded winery, holds direct shipper permits in Oregon and other states
Cider Works LLC - California bonded winery, holds direct shipper permits in Oregon and other states

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Wine Retriever LLC

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)	(FIRST)	(MIDDLE)
Shadonix	**Sarah**	**J**
Signature:		Date: 1.24.2020

OLCC IH Application (Rev. 06/2017)

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name: (LAST) Shadonix | (FIRST) John | (MIDDLE) Matthew
2. Other Names Used (Maiden, Etc.): J. Matthew Shadonix
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
   ☒ Yes ☐ No If yes, please provide your SSN: ____

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

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

   Do you voluntarily consent to the OLCC's use of your SSN as just described? ☒ Yes ☐ No
4. Date of Birth (MM/DD/YYYY): 12 / 14
5. Contact Phone: (972) 559-0474
6. Driver License or State ID
7. State: Texas
8. Residence Address:
   1160 Terrace Manor Dr., Prosper, Texas 75078
9. Mailing Address (if different):
10. E-Mail (optional):
11. Do you have a spouse or domestic partner? ☒ Yes ☐ No
    If yes, list his/her full name: Sarah Shadonix
12. If yes to #11, will this person be involved in the management of, or have control over the business?
    ☐ No ☒ Yes
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

OSP Search Completed FEB 06 2020 INITIALS: DO CCH DWV

OLCC IH Application (Rev. 06/2017)

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Wine Retriever LLC - Texas and California bonded winery, holds direct shipper permits in Oregon and other states
Altbier Operations LLC - California bonded winery, holds direct shipper permits in Oregon and other states
Cider Works LLC - California bonded winery, holds direct shipper permits in Oregon and other states

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No Please skip questions 19 & 20. Go directly to question 21.
☐ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Indirectly hold interest in the following:
Wine Retriever LLC - Texas and California bonded winery, holds direct shipper permits in Oregon and other states
Altbier Operations LLC - California bonded winery, holds direct shipper permits in Oregon and other states
Cider Works LLC - California bonded winery, holds direct shipper permits in Oregon and other states

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Wine Retriever LLC

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)	(FIRST)	(MIDDLE)
Shadonix	**John**	**Matthew**
Signature:		Date: 1/24/22

OLCC IH Application (Rev. 06/2017)

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Baltic Porter Works LLC Phone: 972-576-7170

Trade Name (dba): Baltic Porter Works

Business Location Address: 239 SE 5th Street

City: Dundee ZIP Code: 97115

DAYS AND HOURS OF OPERATION

Business Hours: No public tastings/consumption

Sunday	11AM	to 6PM	Sunday	____	to ____
Monday	11AM	to 6PM	Monday	____	to ____
Tuesday	11AM	to 6PM	Tuesday	____	to ____
Wednesday	11AM	to 6PM	Wednesday	____	to ____
Thursday	11AM	to 6PM	Thursday	____	to ____
Friday	11AM	to 6PM	Friday	____	to ____
Saturday	11AM	to 6PM	Saturday	____	to ____

The outdoor area is used for:

☐ Food service Hours: ____ to ____

☐ Alcohol service Hours: ____ to ____

☐ Enclosed, how ____

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

____ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: ____

ENTERTAINMENT

Check all that apply:

☐ Live Music

☐ Recorded Music

☐ DJ Music

☐ Dancing

☐ Nude Entertainers

☐ Karaoke

☐ Coin-operated Games

☐ Video Lottery Machines

☐ Social Gaming

☐ Pool Tables

☐ Other: ____

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: ____ Outdoor: ____

Lounge: ____ Other (explain): ____

Banquet: ____ Total Seating: ____

OLCC USE ONLY

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

Investigator Initials: ____

Date: ____

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

Applicant Signature: [signature] **Date:** 1/24/22

1-800-452-OLCC (6522)

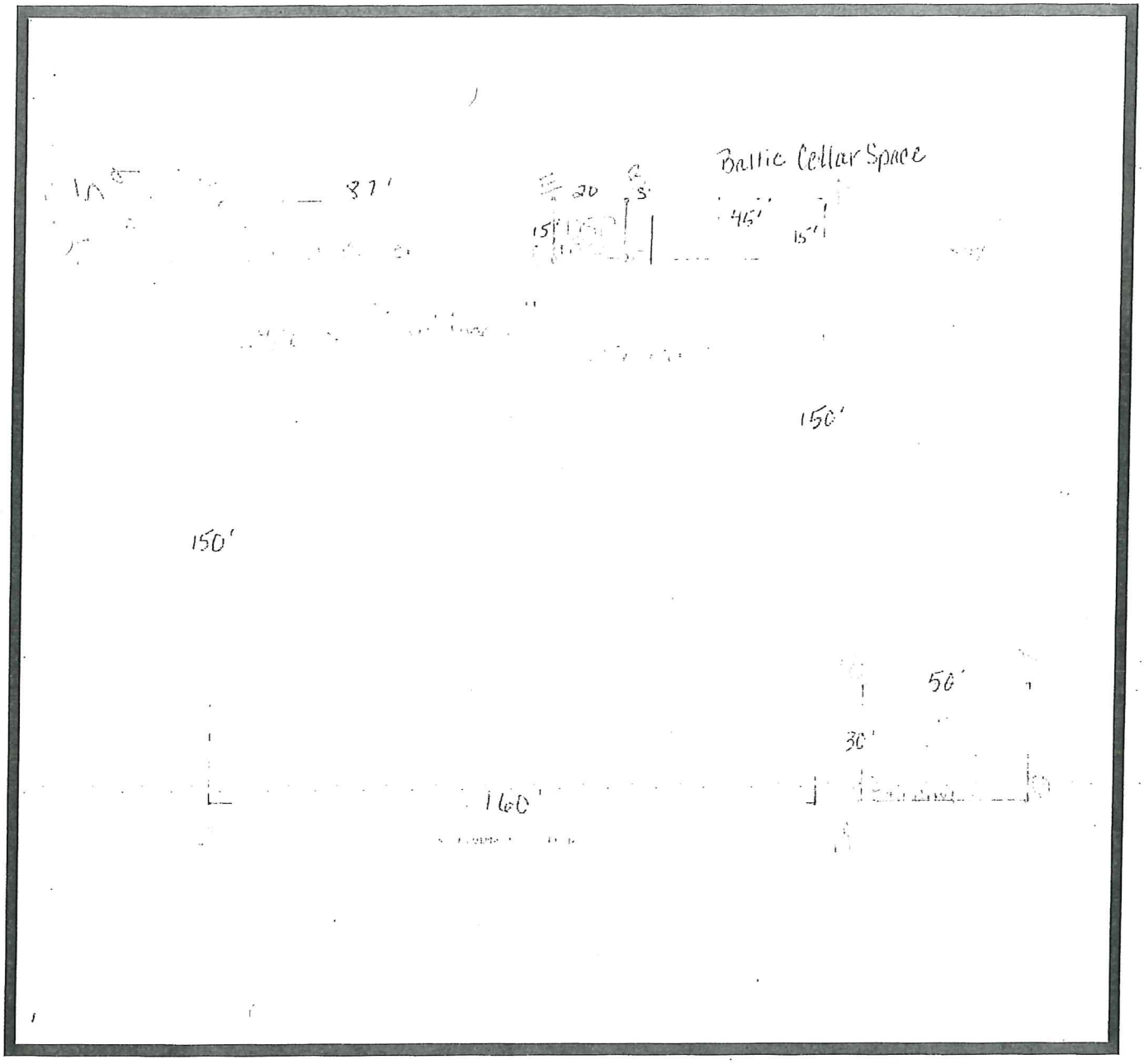
www.oregon.gov/olcc

(rev. 12/07)

OREGON LIQUOR CONTROL COMMISSION

FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Baltic Porter Works LLC
Applicant Name

Scout & Cellar
Trade Name (dba):

Dundee 97115
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date:_____ Initials:_____

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

(rev. 09/12)

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: February 13, 2020

Re: Interagency Fire Service Study

At the February 6, 2020 goal setting session, one of the priority goals involved review of the results from the interagency fire service study initiated by the City of McMinnville. I discussed the status of the study with McMinnville Fire Chief Rich Leipfert and he offered to attend the February 18 meeting to discuss the process and answer questions from the Council. As Council is aware the consultant for this project is Emergency Services Consulting International (ESCI). ESCI will be documenting the each of the agency's capabilities and service demands and performance. This evaluation will include fire service staffing levels and compensation provided by each of the participating agencies. Following this baseline assessment, ESCI will provide a range of opportunities and recommendations for shared services for the short and long term of which consolidation will be one such option. Also, agencies may choose to contract with ESCI to assist with the implementation of the strategies developed in the final report.

CITY of DUNDEE Oregon

To: **Dundee City Council**

From: **Greg Reid, City Engineer**

Date: **2/13/2020**

Re: **9th Street - Streetscape Concepts**

The City is currently evaluating alternative streetscape concepts for 9th Street as it extends away from Hwy 99W. City Staff previously presented a concept plans and renderings for a center median concept. Council expressed interest in the center median with some suggested revisions. The revisions include 5-foot bike lanes with 10-foot travel lanes, 4-foot planter stips and 6-foot sidewalks. The street trees have been spaced further and landscape beds dispersed along both sides of the street with hardscape between the planters that has street trees within tree wells. No parking is proposed. Attached is the revised concept plan incorporating these revisions along with the previously prepared renderings.

At this time, the City would like to get council's input on the proposed layout and associated features so that budgetary costs can be prepared and funding secured. The following provides a list of items for which Staff would like to get Council's input.

Type of Hardscape

- Pavers, colored and/or stamped concrete
- Hardscape at crosswalks (Same or different?)

Landscaping and Street Trees

- Amount/spacing of landscaped areas within planter strip
- Tree spacing within median and planter strip

Features in Hardscape areas

- Benches
- Seat walls
- Art

Pedestrian and Vehicular Crossings

- Number and spacing?

Street Lighting

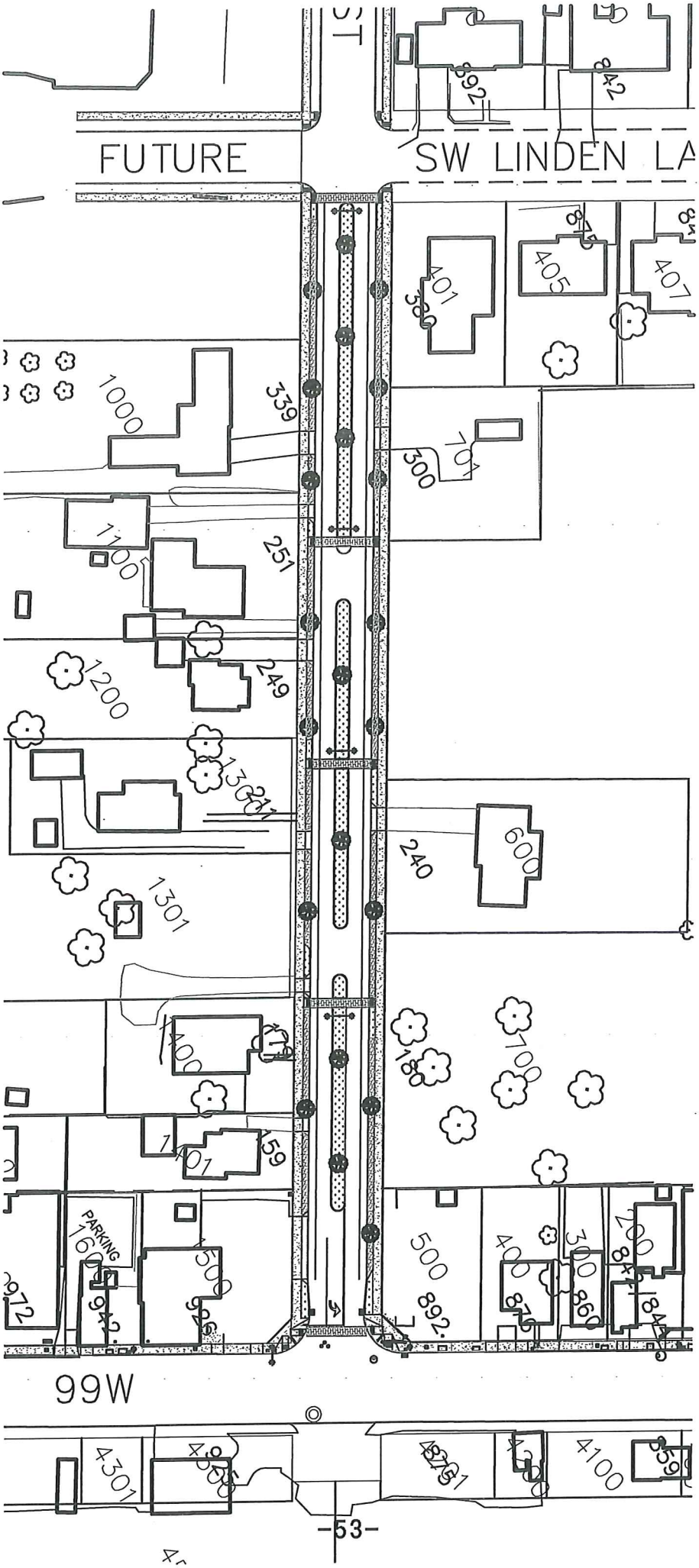
- Center median or planter strip?

Other Considerations

- Street configuration beyond center median (Linden to Alder)?
  - Standard collector or alternative (parking on residential side only with bike lanes...)
- Roundabout at Alder or Linden to improve circulation

Council Action: Identify features desired and authorize Staff to proceed with cost estimates and pre-application for a loan through the Oregon Transportation Infrastructure Fund.

Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115
E-mail: DundeeCity3@comcast.net


FUTURE
SW LINDEN LA
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4301
4100

City of Dundee - 9th Street
Median Concept

Marianne Zarkin
LANDSCAPE ARCHITECTS
mzla

City of Dundee - 9th Street
Median Concept

Marianne Zarkin
LANDSCAPE ARCHITECTS
mzla

City of Dundee - 9th Street
Median Concept

Marianne Zarkin
LANDSCAPE ARCHITECTS
mzla

AGENDA REPORT

To: Mayor Russ and City Council

From: Rob Daykin, City Administrator

Date: February 13, 2020

Re: Water Bill Appeal

Pat Vial, 280 NE Peach Street, had a very high, unexplained water use for her residence that was recorded in the January 2020 billing cycle. The amount of water recorded by the meter was 1,377 cubic feet (about 10,000 gallons), which is about 6 times her average normal use for the month of January.[1] The monthly water use for this account is typically below the base amount of 550 cubic feet, even during the summer months. City crews checked the meter for leaks on February 10 but found no indication of a leak. Since the meter head was an older style and does not provide detailed water use information between reads, it was replaced with a new meter head that will record water use between the monthly reads. The newer technology allows us to download water use in quarter hour increments which may help identify the circumstance of excessive water use. City crews checked the new meter head on February 12 and found the use to be at normal consumption for this account and still no indication of leaking. Staff is confident that the meter is working correctly, but is unable to account for the higher than normal water use.[2]

DMC 13.04.150 gives authority to the city administrator to make adjustments to customer accounts when there a leak and it is repaired in a timely manner. Under this authority, water charges in excess of "normal" use are reduced in half and sewer charges in excess of "normal" use are reduced in their entirety. However, the current leak adjustment policy would not apply in this case. Pat Vial's typical bill for this time period is well under the base amount and the January bill included additional charges of $25.66 for water and $76.25 for sewer. Since I do not have authority to adjust those amounts, the customer submitted a written appeal to Council.

Council encountered prior similar situations where the customer had extraordinary high water use that was unexplained and then resumes to a normal level. The last time this occurred was on June 7, 2016 in which the Council authorized the full adjustment to the sewer charges, but not the water.

Recommendation: Review the appeal by Pat Vial and make a determination (deny or approve a leak adjustment) by motion of Council.

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[1] January 2019 – 259 cf; January 2018 – 217 cf

[2] The original touchread meter at 280 NE Peach Street was installed in 2004. City crews had similar style meters tested after 20 years of service and found them to have better than 99 percent accuracy.

February 13, 2020

To Whom It May Concern,

In February, I received my statement for my water bill from the City of Dundee and was quite surprised. The meter reading (from December 26, 2019 to January 30, 2020) showed that my consumption rate was more than three times the usual rate. I called the City office to inquire about this, stating that I had no unusual circumstances in this time period (such as using the sprinkler system, running toilets, water left on, having guests, etc.) that would explain why the water bill was so high.

Melody at the City Office said that the water meter does not register unless water is flowing through it, so she said maybe there was a water main leak and she would ask Chuck from the City to check this. Chuck graciously came out and checked my water meter two times (on February 10 and 12th) and both times said that the meter was not moving and therefore there was no leak. So the question remains, why is the water bill so high?

Chuck said that on the newer meters he could pull out the information of when the usage occurred, but apparently I have an older meter and he couldn't go back and read when the usage occurred, if it did. I am left with no explanation of why the meter registered that my consumption rate was three times what it has consistently been for 11 out of the past 12 months (it was higher in June when I irrigated but still not as high as it is on this bill in question) other than the meter is defective.

I am concerned that if I pay this bill in full and the meter reading is similar next month, this is acknowledging that I used the water (and I know that I did not) and going forward would be expected to also pay overages if the meter showed it.

Rob Daykin suggested I appeal this bill to you, the City Council.

In 2017 I had an issue with my water bill that I also brought before the City Council. At that time, the water meter was not programmed correctly and was only registering 10% of the water I used. When the error was found and corrected several months later, I was back-billed for all the extra water usage. At that time, the water usage was in the summer when I was using irrigation. I had been carefully monitoring my water bill each month to make sure I wasn't going over the minimum amount, and since my bill said I wasn't, I continued to irrigate. Then, as now, a huge bill appeared unexpectedly and I did not know why. I paid for that 2017 extra water usage after the fact, because as it turned out, I did use the water, although at the time it didn't seem fair that I was penalized for the City's error of not having the meters programmed correctly. If I had known I was going over the minimum rate, I wouldn't have irrigated as much.

This time, though, I don't believe there was any unusual usage.

I'm not sure what the answer is with regard to making sure meters register correctly, but I do know that my consumption rate from December 26, 2019 to January 30, 2020 was not three times what it normally is. I ask for your consideration in this matter. I am asking that I be billed for the usual amount ($98) and that my meter be replaced or somehow be checked for accuracy so this does not happen going forward.

Thank you for your consideration. If you have any questions, you are welcome to contact me.

Pat Vial
503-550-0735