



**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.

SEPTEMBER 17, 2019 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. Presentation: 2020 Federal Census – James Graham, U.S. Census Bureau Pages 1-4
6. 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.
 - 6.1 City Council Minutes, August 20, 2019 Pages 5-12
 - 6.2 Financial Report Ending July 31, 2019 Pages 13-34
 - 6.3 Proclamation – 2020 Census Pages 35-36
 - 6.4 OLCC Liquor License Application, Willamette Picnic, LLC Pages 37-44

Action Required: Motion to Accept the Consent Agenda
7. Old Business:
 - 7.1 MBR Manual Clean Bids Pages 45-50
Action Requested
 - 7.2 Fire Station Repairs Pages 51-54
Action Requested
 - 7.3 Highway 99W Street Light Project Update Pages 55-56
Discussion
8. New Business:
 - 8.1 Resolution No. 2019-11, Disability Policy Amendment Pages 57-60
Action Requested
 - 8.2 Parks Advisory Committee Appointment Pages 61-64
Action Requested

9. Council Concerns & Committee Reports
10. Mayor's Report
11. City Administrator Report
12. 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.
13. 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.
14. Adjourn

Pending Business:

1. Public Works
 - 1.1 Highway 99W Street Lighting
 - 1.2 ODOT Phase B Highway 99W Improvements
2. Planning/Land Use
 - 2.1 Dundee Riverside District Code Amendment
 - 2.2 Exterior Lighting – Code Update/Street Light Standards
 - 2.3 Helipad Standards
 - 2.4 Pending Type II or Type III Land Use Applications:
 - 2.4.1 (none)
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. 571-2020
 - 5.2 Resolution No. 2019-12

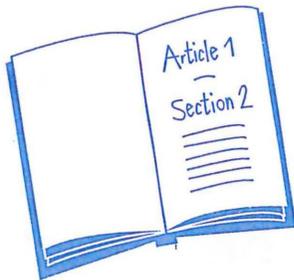
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the Administrative Assistant at City Hall (503) 538-3922.

CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!
Here's a quick refresher of what it is and why it's essential that everyone is counted.

Everyone counts.

The census counts every person living in the U.S. once, only once, and in the right place.

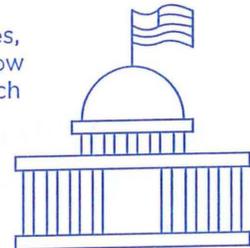


It's in the constitution.

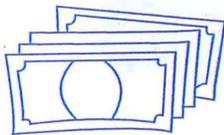
The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

It's about fair representation.

Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.

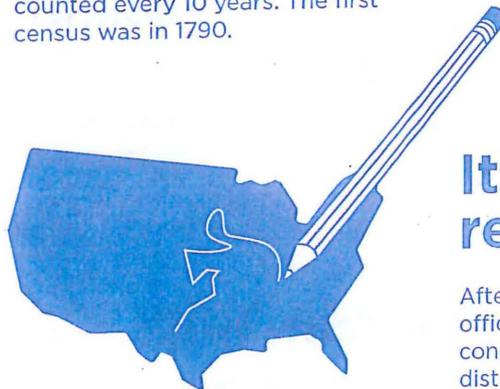


It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants and support to states, counties and communities are based on census data.

That money is spent on schools, hospitals, roads, public works and other vital programs.

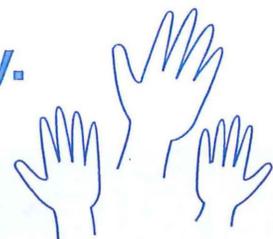


It's about redistricting.

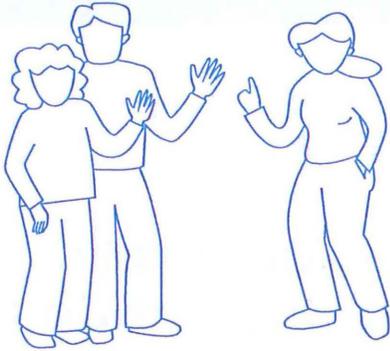
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

Taking part is your civic duty.

Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



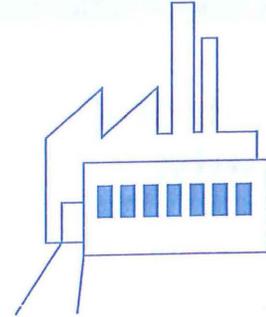
Census data are being used all around you.



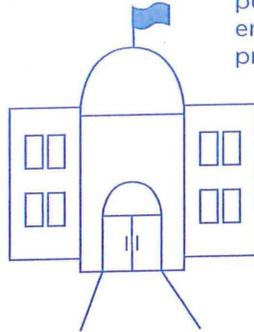
Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.



Businesses use census data to decide where to build factories, offices and stores, which create jobs.



Local governments use the census for public safety and emergency preparedness.



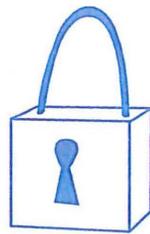
Real estate developers use the census to build new homes and revitalize old neighborhoods.



Your privacy is protected.

It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, your responses cannot be used against you and can only be used to produce statistics.



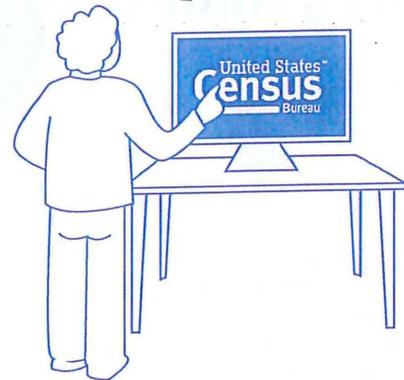
2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.



United States™
Census
Bureau

FIND OUT HOW TO HELP
AT [CENSUS.GOV/PARTNERS](https://www.census.gov/partners)

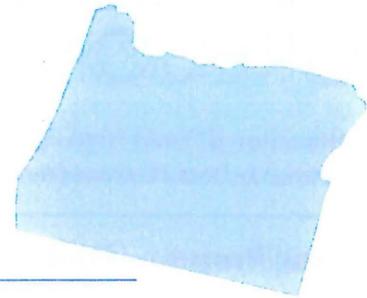
United States
Census
2020

OREGON

In FY2016, Oregon received

\$13,452,034,877

through 55 federal spending programs
guided by data derived from the 2010 Census.



The Counting for Dollars 2020 Project aims to understand 1) the extent to which the federal government will rely on data from the 2020 Census to guide the distribution of federal funding to states, localities, and households across the nation and 2) the impact of the accuracy of the 2020 Census on the fair, equitable distribution of these funds.

The project has analyzed spending by state for 55 federal programs (\$883,094,826,042 in FY2016). Three types of programs are analyzed:

- **Domestic financial assistance programs** provide financial assistance – including direct payments to individuals, grants, loans, and loan guarantees – to non-federal entities within the U.S. – such as individuals and families, state and local governments, companies, and nonprofits – in order to fulfill a public purpose.
- **Tax credit programs** allow a special exclusion, exemption, or deduction from gross income or provide a special credit, a preferential rate of tax, or a deferral of tax liability.
- **Procurement programs** award a portion of Federal prime contract dollars to small businesses located in areas selected on the basis of census-derived data.

The four uses of census-derived datasets to geographically allocate funding are:

- **Define eligibility criteria** – that is, identify which organizations or individuals can receive funds.
- **Compute formulas** that geographically allocate funds to eligible recipients.
- **Rank project applications** based on priorities (e.g., smaller towns, poorer neighborhoods).
- **Set interest rates** for federal loan programs.

The two categories of census-derived datasets are:

- **Geographic classifications** – the characterization (e.g., rural), delineation (e.g., Metropolitan Areas), or designation (e.g., Opportunity Zones) of specific geographic areas.
- **Variable datasets**
 - **Annual updates** of population and housing variables collected in the Decennial Census.
 - **Household surveys** collecting new data elements (e.g., income, occupation) by using the Decennial Census to design representative samples and interpret results.

Reports of the Counting for Dollars 2020 Project:

- > **Report #1:** Initial Analysis: 16 Large Census-guided Financial Assistance Programs (August 2017)*
- > **Report #2:** Estimating Fiscal Costs of a Census Undercount to States (March 2018)*
- > **Report #3:** Role of the Decennial Census in Distributing Federal Funds to Rural America (December 2018)*
- > **Report #4:** Census-derived Datasets Used to Distribute Federal Funds (December 2018)
- > **Report #5:** Analysis of 55 Large Census-guided Federal Spending Programs (forthcoming)**
- > **Report #6:** An Inventory of 320 Census-guided Federal Spending Programs (forthcoming)

* Data available by state

** Source for this state sheet

Counting for Dollars 2020

The Role of the Decennial Census in the Geographic Distribution of Federal Funds

REPORT

COUNTING FOR DOLLARS 2020:

OREGON

Allocation of Funds from 55 Large Federal Spending Programs Guided by Data Derived from the 2010 Census (Fiscal Year 2016)

Total Program Obligations: **\$13,452,034,877**

Program	Dept.	Obligations	Program	Dept.	Obligations
Financial Assistance Programs					
\$13,201,492,721					
Medical Assistance Program (Medicaid)	HHS	\$6,686,260,000	Community Facilities Loans/Grants	USDA	\$2,262,022
Federal Direct Student Loans	ED	\$1,297,898,394	Supporting Effective Instruction State Grants	ED	\$21,691,343
Supplemental Nutrition Assistance Program	USDA	\$1,072,982,185	Crime Victim Assistance	DOJ	\$27,651,313
Medicare Suppl. Medical Insurance (Part B)	HHS	\$489,832,396	CDBG Entitlement Grants	HUD	\$19,614,587
Highway Planning and Construction	DOT	\$506,975,879	Public Housing Capital Fund	HUD	\$8,874,000
Federal Pell Grant Program	ED	\$318,600,000	Block Grants for the Prevention and Treatment of Substance Abuse	HHS	\$20,578,346
Section 8 Housing Choice Vouchers	HUD	\$245,500,000	Water and Waste Disposal Systems for Rural Communities	USDA	\$16,551,707
Temporary Assistance for Needy Families	HHS	\$184,305,610	Social Services Block Grant	HHS	\$19,617,883
Very Low to Moderate Income Housing Loans	USDA	\$376,461,086	Rural Rental Assistance Payments	USDA	\$28,022,225
Title I Grants to LEAs	ED	\$145,951,242	Business and Industry Loans	USDA	\$86,287,000
State Children's Health Insurance Program	HHS	\$211,331,000	Career and Technical Education - Basic Grants to States	ED	\$13,546,508
National School Lunch Program	USDA	\$117,760,000	Homeland Security Grant Program	DHS	\$6,799,000
Special Education Grants	ED	\$131,743,911	WIOA Dislocated Worker Grants	DOL	\$13,807,125
Section 8 Housing Assistance Payments Program	HUD	\$60,702,906	HOME	HUD	\$13,984,612
Federal Transit Formula Grants	DOT	\$113,268,000	State CDBG	HUD	\$12,055,779
Head Start	HHS	\$136,355,820	WIOA Youth Activities	DOL	\$11,441,241
WIC	USDA	\$77,785,000	WIOA Adult Activities	DOL	\$10,554,128
Title IV-E Foster Care	HHS	\$119,121,770	Employment Service/Wagner-Peyser	DOL	\$8,717,268
Health Care Centers	HHS	\$87,805,982	Community Services Block Grant	HHS	\$5,700,794
School Breakfast Program	USDA	\$39,415,000	Special Programs for the Aging, Title III, Part C, Nutrition Services	HHS	\$8,760,086
Rural Electrification Loans and Loan Guarantees	USDA	\$0	Cooperative Extension Service	USDA	\$4,795,544
Public and Indian Housing	HUD	\$18,714,000	Native Amer. Employment & Training	DOL	\$428,043
Low Income Home Energy Assistance	HHS	\$35,704,456			
Child and Adult Care Food Program	USDA	\$35,408,000	Federal Tax Expenditures		\$181,555,615
Vocational Rehabilitation Grants to the States	ED	\$51,293,087	Low Income Housing Tax Credit	Treas	\$107,970,134
Child Care Mandatory and Matching Funds	HHS	\$38,761,000	New Markets Tax Credit	Treas	\$73,585,481
Unemployment Insurance Administration	DOL	\$55,779,000			
Federal Transit - Capital Investment Grants	DOT	\$102,064,145	Federal Procurement Programs		\$68,986,542
Child Care and Development Block Grant	HHS	\$30,673,000	HUBZones Program	SBA	\$68,986,542
Adoption Assistance	HHS	\$51,299,298			

Prepared by Andrew Reamer, the George Washington Institute of Public Policy, the George Washington University. Spending data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight. | January 30, 2019

Note: The sequence of the above programs is consistent with U.S. rank order by program expenditures. (See U.S. sheet in series.)

Counting for Dollars 2020 publications and spreadsheet with above data available at <https://gwipp.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds>

**CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
August 20, 2019

Call to Order

City Council President Tim Weaver called the meeting to order at 7:01 P.M.

Council and Staff Attendance

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

Public Attendance

Kay Edwards, River Farm, LLC; and Rod Grinberg, Lindquist Family.

Agenda Changes

None.

Public Hearing: LURA 18-01, Riverside Zone Code and Map Amendment

Council President Weaver reopened the legislative hearing at 7:03 P.M. to consider accepting the proposed amendments to the Development Code and Zoning Map for implementation of the Riverside District Master Plan.

Call for Declarations of Conflict or Bias by any members of this body:

None.

Objections to jurisdiction by any member of this body:

None.

Staff Report

Planner Cheryl Caines introduced herself and explained that this is a continuation of the Riverside amendments from July 2, 2019. She reviewed that at that hearing Staff presented the proposed amendments, which include map amendments and code amendments. Planner Caines discussed the proposed zoning in detail as well as explained that standards for commercial, industrial and residential are also proposed. She discussed that density and housing type requirements for residential development are proposed, as well as amendments including standards for parks and trails and a new process to review master plans for the subareas in the Riverside District.

Planner Caines reviewed that at the City Council meeting on July 2, 2019, Council asked questions of Staff and the consultant for the Riverside zoning project, heard public testimony and deliberated. She reviewed that Staff presented the proposed amendments, including map amendments and code amendments, which were discussed in detail. Design standards for commercial, industrial and residential were also proposed as well as density and housing type requirements for residential development. Amendments also included standards for parks and trails as well as a new process to review master plans for the subareas in the Riverside District. Planner Caines discussed that Council's main topic of discussion was with regard to the proposed Code and the allowance of residential-only development in the Riverside Neighborhood Mixed

Use (RN) and the Riverside Destination Mixed Use (RD) zones. She explained that the Code had proposed up to 75% of the net area in those mixed use zones could be developed as residential only. Planner Caines discussed that Council expressed concerns about allowing the 75% amount and proposed reducing it to 50%. She discussed in detail the reasons for Council's proposal of 50%, including the retention of sufficient land for commercial development. At the conclusion of their deliberation on July 2, Planner Caines explained that Council directed Staff to make modifications to the Code including changing the 75% to 50%, as well as adding a minimum density requirement for the residential-only development to be at least 14 units per acre (to ensure that there would be higher density residential development) in those mixed use zones. With the proposed increase to a minimum of 14 units per acre, there was also some discussion about the potential impacts of increasing the minimum density to that amount. Planner Caines explained that Matt Hastie, Angelo Planning Group, did provide a memo which was provided to Council tonight (and is included in the agenda packet materials). Planner Caines discussed Hastie's memo in detail. She explained that the results of his analysis indicate a potential 6% net increase in traffic for developing the entire Riverside District, which he pointed out was a very minimal difference. Additionally, she explained that the analysis revealed that there would also not be a significant impact on infrastructure which would require an increased need or capacity with the infrastructure.

Planner Caines explained that back when this Code was going through the Planning Commission process, there was some discussion about the types of units that would be allowed in the residential-only development. She explained that at the February 20, 2019 public hearing the Planning Commission did decide to allow all types of residential development. Planner Caines explained that in error she did not make that update in the Code as it moved forward; the Code that was in the Planning Commission packet, as well as the City Council agenda packets from July 2, 2019 and tonight, do state that single family residential and duplexes are not permitted currently in the RN and RD zone. Planner Caines also noted that though she did not recall extensive discussion about specific types of housing on July 2, 2019, she did wish to clarify this information with Council and whether they would want to allow single family and duplexes in the mixed use zones (residential-only development) or if they would want to leave the code as it is now. Planner Caines briefly discussed the other minor code modifications. In addition, she explained that one additional Council-directed amendment was to allow marijuana dispensaries and retail outlet use in the RN and the RD zones; that change was made also.

Planner Caines acknowledged Mayor Russ' email which he sent in his absence, a copy of which was provided to Council for their review as well as to audience members.

Public Testimony

Kay Edwards, P.O. Box 455, Dundee, introduced herself and inquired as to whether Council had any questions with regard to Mayor Russ' email. She explained that in her opinion that there is not appropriate access for trucks to serve the commercial area. Additionally, Edwards discussed that when the original Master Plan was completed, it was done before the bypass; with the addition of the bypass there is no longer adequate space or access for a large commercial area in her opinion. Additional discussion ensued with regard to the complexities associated with access to the commercial area.

There was no additional public testimony, and C. Weaver closed the public testimony portion of the Hearing.

Council Deliberation

C.A. Daykin offered clarification with regard to M. Russ' emailed statement. He explained that when M. Russ references the CBD zone in his letter, it is C.A. Daykin's belief that he means to

reference the RN zone in the Riverside District. One of the points M. Russ raised, which was raised by Planner Caines earlier, is that the Planning Commission intended the converted lands in the mixed use part of the zoning to permit detached single family homes as well as duplexes. Additional detailed discussion ensued.

C. Crawford discussed that though M. Russ has made suggestion in the past that the bypass could have an off-ramp in Dundee (Dundee Landing area), he does not agree with that. He pointed out that in his opinion the best route for access for commercial development would be for the road to go through the Pamplin property to the north; he voiced this could be a possibility if there were a land swap to adjust the UGB boundary. C. Crawford discussed the importance of this connectivity (to Fifth Street) as the area builds out and commercial or mixed use development is desired in the Riverside area.

C. Adlong requested additional clarification with regard to the Planning Commission recommendations and as that relates to M. Russ' emailed statement. Detailed explanation provided and questions answered. In summary, it was noted that if the Code were retained as it is today, the Mayor's concerns have already been addressed. C. Svicarovich voiced support of retaining the Code the way it is written and not allowing single family or duplexes in mixed use zones. C. Adlong, C. Nelson, and C. Kelly voiced support of this as well.

C. Adlong pointed out a typo on page 5 of the meeting agenda packet (in the Staff Report), in the third paragraph. The sentence: "Councilors did not agree that allowing up to 75% of the mixed use area to be residential only development was not consistent with the vision of the Riverside District Master Plan" and should state "Councilors agreed that allowing up to 75% of the mixed use area to be residential only development was not consistent with the vision of the Riverside District Master Plan." C. Crawford informed of an additional typo on page 61, Exhibit B: Riverside District Zoning Map Amendments. He noted that on the map "Dunding Landing Road" should be written "Dundee Landing Road".

A **motion** was made to adopt Resolution No. 2019-09, a resolution accepting the proposed amendments to the Dundee Development Code and Dundee Zoning Map to Implement the Riverside District Master Plan and Directing Staff to Initiate an Infrastructure Finance Plan for the Riverside District and any necessary updates to the Comprehensive Plan, Infrastructure Plans, Transportation System Plan, and Public Works and Design and Construction Standards. Brief discussion was had and the motion was amended to include the two typographical error corrections which were raised by C. Adlong and C. Crawford. **The motion** passed unanimously.

Public Comment

Rod Grinberg, representing the Lindquist Family, apologized for his late arrival to the meeting. C.A. Daykin provided an update to Grinberg with regard to the results of the Public Hearing.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, August 6, 2019. **The motion** passed unanimously.

Old Business

Ordinance No. 570-2019, Dog Running at Large

C.A. Daykin reviewed the changes reflected in the new ordinance. A **motion** was made and seconded to adopt Ordinance No. 570-2019, an ordinance relating to dogs running at large and amending section 6.04.010 of the Dundee Municipal Code. C. Weaver inquired as to whether this ordinance is consistent with the City of Newberg's to which C.A. Daykin indicated that their

regulation would not necessarily require the animal to be leashed. **The motion** passed unanimously.

Resolution No. 2019-10, Intent to Initiate Street Vacation

C.A. Daykin reviewed that this issue was raised by the ODOT Project Director at the previous Council meeting for their consideration. C.A. Daykin referenced materials provided in the agenda packet beginning on page 105, as well as provided a map of ODOT's highway improvement plan for their review. C. Svcarovich requested clarification and C.A. Daykin offered that if City Council were to intend to vacate the Second Street stub serving the property on the west side of the highway (the vacant lands that could be developed commercially), he would propose that the City also request the two owners (presently one owner with two separate legally defined parcels) provide each other an access easement for a portion of that vacated right-of-way so that it can continue to be used as access for the development of their respected tracts. Additional conversation ensued on the street vacation process and questions addressed. C. Atty Monahan explained that this is a resolution of intent; when the vacation process is undertaken, conditions can be placed on that vacation in the adopting ordinance. Discussion ensued. Council voiced support of the formation of a shared access agreement for both proposed locations of street vacation. C. Svcarovich pointed out that a shared access limits the amount of access onto a State highway but it also retains the value for both properties for gaining access onto a State highway. C.A. Daykin discussed the process moving forward. **A motion** was made and seconded to pass Resolution No. 2019-10, a resolution of intent to initiate vacation of Second Street and Fourth Street. **The motion** passed unanimously.

New Business

Transportation System Development Charge Study

C.A. Daykin explained that this is a proposal from a smaller engineering firm that works exclusively with municipal clients. He reviewed the details of his agenda report beginning on page 111. It was noted that Curran-McLeod, Inc. has a good reputation of working with smaller entities and providing a cost-effective way of developing SDC methodologies. Additionally, C.A. Daykin pointed out that if the City of Dundee sought the traditional financial consultants who perform this type of work the costs would be easily double or triple the fee proposed by Curran-McLeod, Inc. Additional lengthy and detailed discussion ensued. C.A. Daykin discussed the potential process moving forward if Council is supportive of the Study. He also explained that the local street system will still be built by the developers; with regard to collector streets, C.A. Daykin suggested that there should be some shared costs with the greater community.

C. Nelson inquired about why the City doesn't have transportation SDC's. C.A. Daykin explained that when an SDC is adopted there are two components: the improvement component, to create additional capacity, and the reimbursement component, that measures the consumption of existing capacity. The prior 2003 TSP acknowledged SDCs as a possible funding source, but discounted it based on the City's Development Code policies that already require development to upgrade sub-standard streets, most of which do not increase capacity beyond a local street. He pointed out that SDC credits are only for the improvements that are on the capital improvement plant; if credits are received they are only for the system being built. Where a transportation SDC makes sense is for the construction of needed system capacity improvements that are not directly tied to a particular development. **A motion** was made and seconded to authorize the city administrator to contract with Curran-McLeod, Inc. Consulting Engineers in an amount not to exceed \$8,000 for the preparation of Transportation SDC. **The motion** passed unanimously.

2019 SCA Grant Agreement Amendment

C.A. Daykin reviewed that last year the City submitted two grant applications for the SCA 2019 Program, though only one grant was awarded. Since bid prices were very favorable, it appears the City would be able to complete the work under the \$100,000 limit. He proposed an amendment for additional work next to the project site to take advantage of the full grant amount. Detailed discussion ensued on additional work related to removal of the ditches on the north side of Niederberger. C.E. Reid explained that the ditches will be piped, some culverts will be removed, and the significant drop-off along Neiderberger Road will be filled in so that pedestrians will have a 6-8 feet wide gravel walking path; eventually the path may be able to be paved. C. Crawford inquired about whether the area could be marked with "No Parking" signs to which C.A. Daykin affirmed. A **motion** was made and seconded to authorize the city administrator to approve an amendment to the 2019 SCA Grant Agreement for additional work involving the installation of storm water facilities and elimination of the drainage ditch on the north side of Niederberger Road between Charles Street and Alder Street. **The motion** passed unanimously.

Parks Advisory Committee Appointments

It was noted that Noel Johnson is also a member of the Tourism Committee. C.A. Daykin explained that a gentleman who is attempting to purchase a home on the east side of Dundee also expressed an interest in being involved in the local community. He was apprised of the Parks Advisory Committee member vacancy and invited to attend an upcoming meeting as well. A **motion** was made and seconded to appoint Noel Johnson and Beth Humphrey to the Parks Advisory Committee. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford inquired about the status of a trailer which was noted to have been parked on the old Bag Connection property located at 459 SW 9th Street. C.A. Daykin discussed that he did send a letter as well as an email; the owner plans to remove it. Additional discussion ensued.

C. Kelly discussed that he had concerns expressed to him from several citizens who attended the previous City Council meeting on August 6, 2019. He explained that their concerns were with regard to the 5 minute timeframe provided for those addressing Council during public comment. C. Kelly discussed that in his opinion those who spoke at the meeting were focused on their topic of discussion, and he noted that he would have liked to hear them continue their discussion rather than cut them off at the 5 minute mark. He inquired as to whether there is leniency provided when needed. C. Weaver acknowledged this concern and discussed that those speaking were provided a favorable amount of time beyond a strict 5 minutes, with most provided approximately 7 minutes. C. Nelson encouraged fellow Councilors to voice these types of concerns as they arise, so that providing extra speaking time can be provided if there is Council consensus. C. Adlong stressed the importance of those addressing Council also understanding the 5 minute time allowance so that they are prepared and concise. C. Svicarovich pointed out that, though the testimony was very helpful to understand issue, public testimony regarding actual amendments to the Code needs to occur in the Planning Commission process which then comes back to Council.

C. Kelly also discussed that the room set up for the Council meeting on August 6, 2019 may have been intimidating to some people who attended. He explained that some in attendance shared with him that they felt separated when they came forward to address the Council. It was noted that there was also a gentleman from ODOT who was present at the speaking table waiting to give a presentation that evening as well. Discussion ensued with regard to the fact that many other Council chambers provide an even more formal atmosphere in comparison to Dundee. It was also noted that there was an unusually large crowd of people at the meeting that evening as well, with all seats in the room filled. C. Svicarovich pointed out that perhaps all of those in

attendance have not had the experience of attending a public meeting before. She also suggested that when there is a larger crowd it could be beneficial to provide additional instruction and explanation to those in attendance. The importance of everyone being heard at meetings was noted. C. Svicarovich suggested that a large size posted meeting format may be helpful for those in attendance, though it was also noted that the meeting agenda is provided to everyone in attendance along with additional explanation provided by the administrative assistant as needed.

C. Weaver discussed that he attended the Local Government Dinner last week and noted that there were thoughts discussed with regard to the McMinnville Homeless Ordinance, which is making some very good progress in dealing with the issues in their City. Though he noted that the local area has not experienced anything of a similar caliber to McMinnville in this regard, local Cities may be forward thinking in that direction. C.A. Daykin encouraged each Councilor to participate in the emailed survey regarding the City County dinner program. C. Weaver noted that attendance seemed to be down at the recent dinner.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that last Friday he received a call from a contractor regarding some excess asphalt oil they had on-hand from an airport job and were willing to apply for the City. Though some streets were considered, there was not enough time to provide adequate notice to neighbors. The material was applied to the City Hall parking lot as well as the access road down to the Waste Water Treatment Plant. C.A. Daykin noted that the City Hall parking lot will require new striping.

C.A. Daykin discussed that the PERS Side Account legislation is moving forward now; there is \$100 million funded for the employee incentive fund. C.A. Daykin provided additional discussion about the program, and explained that the City of Dundee will not be eligible for the first round. He explained that it will be broken up into two tiers, those that have actuary liability more than double their annual payroll – The City of Dundee was in that condition at the end of 2016, however, at the end of 2017 (which they are measuring) the City fell underneath that so will not be eligible for the first round. C.A. Daykin explained that there are 291 eligible agencies. The City of Dundee won't be eligible to apply until the second round; applications will be accepted beginning on December 2, 2019.

Public Comment

None.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

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

UNAUDITED

	General	Street CIP	Street	State	Equipment	Parks Fund	Tourism	Fire Station	Water CIP	Sewer CIP	Storm Water	Storm Water	Total
	Fund	Street Fund	Reserve Fund	Revenue Sharing Fund	Reserve Fund		Fund	Constr Fund		Bonded Debt	Fund	Fund	
Revenue													
Taxes	12,477	2,510	-	-	-	-	6,080	-	1,194	-	-	-	22,262
Franchise Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	415	-	-	-	-	-	-	-	-	-	-	-	415
Intergovernmental Revenue	4,865	21,554	-	-	-	-	-	-	-	-	-	-	26,419
Charges for Services	17,795	-	-	-	-	-	-	-	-	64,129	-	99,857	189,841
Fines & Forfeitures	5,754	-	-	-	-	-	-	-	-	-	-	8,060	13,814
Miscellaneous Revenue	2,029	99	536	88	5	1,627	15	246	116	37	180	903	7,539
Total Revenue	43,335	24,163	536	88	5	1,627	15	6,326	116	1,232	64,309	903	252,229
Expenditures													
Personnel	57,029	5,841	-	-	-	-	-	-	-	-	21,655	-	104,347
Materials & Services	18,459	12,566	-	-	-	-	-	1,472	-	-	13,207	-	66,385
Capital Outlay	-	-	2,867	-	-	-	490	-	-	-	-	-	4,718
Debt Service	-	-	20,373	-	-	29,314	-	-	-	-	-	-	49,687
Total Expenditures	75,488	18,407	23,240	-	-	29,314	490	-	1,472	-	34,861	-	225,136
Excess (deficiency) of Revenue over Expenditures	(32,153)	5,757	(22,704)	88	5	(27,687)	(474)	6,326	(1,356)	1,232	29,448	903	27,093
Other Financing Sources (Uses)	8,107	-	-	-	-	-	-	-	-	-	(3,114)	(60,493)	55,500
Net Changes to Fund Balance	(24,045)	5,757	(22,704)	88	5	(27,687)	(474)	6,326	(1,356)	1,232	26,333	903	27,093
Beginning Fund Balance	609,933	44,768	295,229	44,765	2,051	854,135	8,302	116,093	60,214	17,810	61,982	326,245	3,215,591
Ending Fund Balance	585,887	50,525	272,525	44,853	2,056	826,448	7,828	122,419	58,857	19,042	88,315	327,149	3,242,684

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001
From 7/01/2019 Through 7/31/2019

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	12,477	12,477	729,500	98.29%	717,023
Franchise Fees	0	0	149,900	100.00%	149,900
Licenses & Permits	415	415	73,800	99.44%	73,385
Intergovernmental Revenue	4,865	4,865	181,700	97.32%	176,835
Charges for Services	17,795	17,795	231,800	92.32%	214,005
Fines & Forfeitures	5,754	5,754	56,000	89.72%	50,246
Miscellaneous Revenue	2,029	2,029	17,500	88.41%	15,471
Total REVENUE	<u>43,335</u>	<u>43,335</u>	<u>1,440,200</u>	<u>96.99%</u>	<u>1,396,865</u>
EXPENDITURES (by Department)					
01 - Admin / Finance	27,543	27,543	397,100	93.06%	369,557
02 - Court	3,681	3,681	26,700	86.21%	23,019
03- Communit Development	4,357	4,357	141,600	96.92%	137,243
04 - Police Department	0	0	519,100	100.00%	519,100
05 - Fire Department	39,908	39,908	519,000	92.31%	479,092
Total EXPENDITURES	<u>75,488</u>	<u>75,488</u>	<u>1,603,500</u>	<u>95.29%</u>	<u>1,528,012</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(32,153)</u>	<u>(32,153)</u>	<u>(163,300)</u>	<u>80.31%</u>	<u>(131,147)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	8,107	8,107	96,600	91.61%	88,493
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(40,000)</u>	<u>100.00%</u>	<u>(40,000)</u>
NET CHANGE IN FUND BALANCE	<u>(32,153)</u>	<u>(32,153)</u>	<u>(203,300)</u>	<u>84.18%</u>	<u>(171,147)</u>
BEGINNING FUND BALANCE	609,933	609,933	603,200	1.12%	6,733
ENDING FUND BALANCE	<u>577,780</u>	<u>577,780</u>	<u>399,900</u>	<u>44.48%</u>	<u>177,880</u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Admin/Finance - 01
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	13,901	13,901	176,800	92.14%	162,899
Personnel Benefits	8,225	8,225	104,000	92.09%	95,775
Total Personnel Services	<u>22,126</u>	<u>22,126</u>	<u>280,800</u>	<u>92.12%</u>	<u>258,674</u>
Materials & Services					
Supplies	113	113	4,200	97.31%	4,087
Professional Services	1,582	1,582	58,100	97.28%	56,518
Contractual Services	110	110	1,300	91.52%	1,190
Travel & Training	1,897	1,897	11,100	82.91%	9,203
Insurance	0	0	9,600	100.00%	9,600
Regulatory Requirements	0	0	800	100.00%	800
Utilities	559	559	6,600	91.53%	6,041
Repairs & Maintenance	395	395	9,400	95.80%	9,005
Other Materials & Services	760	760	12,400	93.87%	11,640
Total Materials & Services	<u>5,417</u>	<u>5,417</u>	<u>113,500</u>	<u>95.23%</u>	<u>108,083</u>
Capital Outlay	0	0	2,800	100.00%	2,800
Total ADMIN/FINANCE EXPENDITURES	<u><u>27,543</u></u>	<u><u>27,543</u></u>	<u><u>397,100</u></u>	<u><u>93.06%</u></u>	<u><u>369,557</u></u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Court - 02
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	722	722	10,300	92.99%	9,578
Personnel Benefits	646	646	8,800	92.65%	8,154
Total Personnel Services	<u>1,368</u>	<u>1,368</u>	<u>19,100</u>	<u>92.84%</u>	<u>17,732</u>
Materials & Services					
Supplies	0	0	200	100.00%	200
Professional Services	1,773	1,773	2,300	22.90%	527
Contractual Services	498	498	3,300	84.91%	2,802
Travel & Training	0	0	1,100	100.00%	1,100
Other Materials & Services	42	42	700	94.03%	658
Total Materials & Services	<u>2,313</u>	<u>2,313</u>	<u>7,600</u>	<u>69.57%</u>	<u>5,287</u>
Capital Outlay	0	0	0		0
Total COURT EXPENDITURES	<u><u>3,681</u></u>	<u><u>3,681</u></u>	<u><u>26,700</u></u>	<u><u>86.21%</u></u>	<u><u>23,019</u></u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Community Development - 03
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	853	853	12,200	93.01%	11,347
Personnel Benefits	764	764	10,400	92.66%	9,636
Total Personnel Services	<u>1,617</u>	<u>1,617</u>	<u>22,600</u>	<u>92.85%</u>	<u>20,983</u>
Materials & Services					
Supplies	80	80	500	84.00%	420
Professional Services	2,660	2,660	61,000	95.64%	58,340
Contractual Services	0	0	36,000	100.00%	36,000
Travel & Training	0	0	1,400	100.00%	1,400
Other Materials & Services	0	0	20,100	100.00%	20,100
Total Materials & Services	<u>2,740</u>	<u>2,740</u>	<u>119,000</u>	<u>97.70%</u>	<u>116,260</u>
Total COMMUNITY DEVELOPMENT EXPENDITURES	<u><u>4,357</u></u>	<u><u>4,357</u></u>	<u><u>141,600</u></u>	<u><u>96.92%</u></u>	<u><u>137,243</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Police Dept - 04
 From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	0	0	519,100	100.00%	519,100
Total Materials & Services	<u>0</u>	<u>0</u>	<u>259,550</u>	<u>100.00%</u>	<u>259,550</u>
Total POLICE DEPT EXPENDITURES	<u>0</u>	<u>0</u>	<u>259,550</u>	<u>100.00%</u>	<u>259,550</u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Fire Dept - 05
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	20,587	20,587	236,700	91.30%	216,113
Personnel Benefits	11,332	11,332	155,900	92.73%	144,568
Total Personnel Services	31,919	31,919	392,600	91.87%	360,681
Materials & Services					
Supplies	476	476	16,000	97.03%	15,524
Professional Services	0	0	800	100.00%	800
Contractual Services	6,137	6,137	25,400	75.84%	19,263
Travel & Training	138	138	2,100	93.45%	1,963
Insurance	0	0	17,400	100.00%	17,400
Regulatory Requirements	35	35	7,500	99.53%	7,465
Utilities	1,016	1,016	17,900	94.33%	16,884
Repairs & Maintenance	186	186	13,000	98.57%	12,814
Other Materials & Services	1	1	300	99.63%	299
Total Materials & Services	7,989	7,989	100,400	92.04%	92,411
Capital Outlay	0	0	26,000	100.00%	26,000
Total FIRE DEPT EXPENDITURES	39,908	39,908	519,000	92.31%	479,092

City of Dundee
Statement of Revenue & Expenditures
Street Fund - 110
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,510	2,510	29,000	91.34%	26,490
Intergovernmental Revenue	21,554	21,554	240,000	91.02%	218,446
Miscellaneous Revenue	99	99	1,500	93.37%	1,401
Total REVENUE	24,163	24,163	270,500	91.07%	246,337
EXPENDITURES					
Personnel Services	5,841	5,841	42,400	86.22%	36,559
Material & Services					
Supplies	231	231	4,200	94.49%	3,969
Professional Services	680	680	9,000	92.44%	8,320
Travel & Training	0	0	500	100.00%	500
Insurance	0	0	1,900	100.00%	1,900
Regulatory Requirements	0	0	100	100.00%	100
Utilities	2,089	2,089	23,800	91.22%	21,711
Repairs & Maintenance	7,668	7,668	115,900	93.38%	108,232
Interfund Services	1,892	1,892	19,600	90.35%	17,708
Other Materials & Services	6	6	200	97.13%	194
Total Materials & Services	12,566	12,566	175,200	92.83%	162,634
Total EXPENDITURES	18,407	18,407	217,600	91.54%	199,193
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	5,757	5,757	52,900	89.12%	47,143
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	5,757	5,757	(35,400)	116.26%	(41,157)
BEGINNING FUND BALANCE	44,768	44,768	43,500	2.92%	1,268
ENDING FUND BALANCE	50,525	50,525	8,100	523.77%	42,425

City of Dundee
Statement of Revenue & Expenditures
Street CIP Fund - 110
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	0	0	43,900	100.00%	43,900
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	0	0	57,000	100.00%	57,000
Total REVENUE	0	0	700,900	100.00%	700,900
EXPENDITURES					
Capital Outlay	2,867	2,867	1,313,000	99.78%	1,310,133
Debt Service	20,373	20,373	49,600	58.93%	29,227
Total EXPENDITURES	23,240	23,240	1,362,600	98.29%	1,339,360
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(23,240)	(23,240)	(661,700)	96.49%	(638,460)
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	(23,240)	(23,240)	(135,700)	82.87%	(112,460)
BEGINNING FUND BALANCE	295,229	295,229	248,800	18.66%	46,429
ENDING FUND BALANCE	271,989	271,989	113,100	140.48%	158,889

City of Dundee
Statement of Revenue & Expenditures
Street Reserve Fund - 112
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	88	88	1,100	91.97%	1,012
Total REVENUE	<u>88</u>	<u>88</u>	<u>1,100</u>	<u>91.97%</u>	<u>1,012</u>
EXPENDITURES					
Capital Outlay	0	0	45,800	100.00%	45,800
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>45,800</u>	<u>100.00%</u>	<u>45,800</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>88</u>	<u>88</u>	<u>(44,700)</u>	<u>100.20%</u>	<u>(44,788)</u>
NET CHANGE IN FUND BALANCE	<u>88</u>	<u>88</u>	<u>(44,700)</u>	<u>100.20%</u>	<u>(44,788)</u>
BEGINNING FUND BALANCE	44,765	44,765	44,700	0.14%	65
ENDING FUND BALANCE	<u><u>44,853</u></u>	<u><u>44,853</u></u>	<u><u>0</u></u>		<u><u>44,853</u></u>

City of Dundee
Statement of Revenue & Expenditures
State Revenue Sharing Fund - 122
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	31,000	100.00%	31,000
Miscellaneous Revenue	5	5	200	97.71%	195
Total REVENUE	<u>5</u>	<u>5</u>	<u>31,200</u>	<u>99.99%</u>	<u>31,195</u>
EXPENDITURES					
Material & Services					
Professional Services	0	0	2,500	100.00%	2,500
Contractual	0	0	11,800	100.00%	11,800
Total Materials & Services	<u>0</u>	<u>0</u>	<u>14,300</u>	<u>100.00%</u>	<u>14,300</u>
Capital Outlay	0	0	12,700	100.00%	12,700
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>27,000</u>	<u>100.00%</u>	<u>27,000</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>5</u>	<u>5</u>	<u>4,200</u>	<u>99.89%</u>	<u>4,195</u>
OTHER FINANCING SOURCES (USES)					
Transfers Out	0	0	(5,500)	100.00%	(5,500)
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>(5,500)</u>	<u>100.00%</u>	<u>(5,500)</u>
NET CHANGE IN FUND BALANCE	<u>5</u>	<u>5</u>	<u>(1,300)</u>	<u>100.35%</u>	<u>(1,305)</u>
BEGINNING FUND BALANCE	2,051	2,051	1,700	20.66%	351
ENDING FUND BALANCE	<u>2,056</u>	<u>2,056</u>	<u>400</u>	<u>413.95%</u>	<u>1,656</u>

City of Dundee
Statement of Revenue & Expenditures
Equipment Reserve Fund - 127
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Miscellaneous Revenue	1,627	1,627	37,000	95.60%	35,373
Total REVENUE	<u>1,627</u>	<u>1,627</u>	<u>37,000</u>	<u>95.60%</u>	<u>35,373</u>
EXPENDITURES					
Capital Outlay	0	0	915,000	100.00%	915,000
Debt Service	29,314	29,314	58,700	50.06%	29,386
Total EXPENDITURES	<u>29,314</u>	<u>29,314</u>	<u>973,700</u>	<u>96.99%</u>	<u>944,386</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(27,687)</u>	<u>(27,687)</u>	<u>(936,700)</u>	<u>97.04%</u>	<u>(909,013)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	83,200	100.00%	83,200
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>83,200</u>	<u>100.00%</u>	<u>83,200</u>
NET CHANGE IN FUND BALANCE	<u>(27,687)</u>	<u>(27,687)</u>	<u>(853,500)</u>	<u>96.76%</u>	<u>(825,813)</u>
BEGINNING FUND BALANCE	854,135	854,135	853,500	-0.07%	(635)
ENDING FUND BALANCE	<u><u>826,448</u></u>	<u><u>826,448</u></u>	<u><u>0</u></u>	<u><u>NA</u></u>	<u><u>(826,448)</u></u>

City of Dundee
Statement of Revenue & Expenditures
Parks Fund - 131
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	0	0	32,800	100.00%	32,800
Miscellaneous Revenue	15	15	2,600	99.41%	2,585
Total REVENUE	<u>15</u>	<u>15</u>	<u>35,400</u>	<u>99.96%</u>	<u>35,385</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	0	4,000	100.00%	4,000
Repairs & Maintenance	0	0	5,200	100.00%	5,200
Total Materials & Services	<u>0</u>	<u>0</u>	<u>9,200</u>	<u>100.00%</u>	<u>9,200</u>
Capital Outlay	490	490	37,500	98.69%	37,010
Total EXPENDITURES	<u>490</u>	<u>490</u>	<u>46,700</u>	<u>98.95%</u>	<u>46,210</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(474)</u>	<u>(474)</u>	<u>(11,300)</u>	<u>95.80%</u>	<u>-10,826</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	5,500	100.00%	5,500
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>100.00%</u>	<u>5,500</u>
NET CHANGE IN FUND BALANCE	<u>(474)</u>	<u>(474)</u>	<u>(5,800)</u>	<u>91.82%</u>	<u>-5,326</u>
BEGINNING FUND BALANCE	8,302	8,302	6,100	-36.10%	-2,202
ENDING FUND BALANCE	<u><u>7,828</u></u>	<u><u>7,828</u></u>	<u><u>300</u></u>	<u><u>-2509.27%</u></u>	<u><u>-7,528</u></u>

City of Dundee
Statement of Revenue & Expenditures
Tourism Fund - 151
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Taxes	6,080	6,080	75,800	91.98%	69,720
Miscellaneous Revenue	246	246	13,000	98.11%	12,754
Total REVENUE	<u>6,326</u>	<u>6,326</u>	<u>88,800</u>	<u>92.88%</u>	<u>82,474</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	0	2,500	100.00%	2,500
Contractual Services	0	0	112,000	100.00%	112,000
Total Materials & Services	<u>0</u>	<u>0</u>	<u>114,500</u>	<u>100.00%</u>	<u>114,500</u>
Capital Outlay	0	0	80,000	100.00%	80,000
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>194,500</u>	<u>100.00%</u>	<u>194,500</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>6,326</u>	<u>6,326</u>	<u>(105,700)</u>	<u>105.98%</u>	<u>(112,026)</u>
NET CHANGE IN FUND BALANCE	<u>6,326</u>	<u>6,326</u>	<u>(105,700)</u>	<u>105.98%</u>	<u>(112,026)</u>
BEGINNING FUND BALANCE	116,093	116,093	110,900	-4.68%	(5,193)
ENDING FUND BALANCE	<u>122,419</u>	<u>122,419</u>	<u>5,200</u>	<u>-2254.21%</u>	<u>(117,219)</u>

City of Dundee

Statement of Revenue & Expenditures
 Fire Station Construction Fund - 201
 From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	116	116	0	NA	(116)
Total REVENUE	<u>116</u>	<u>116</u>	<u>0</u>	<u>NA</u>	<u>(116)</u>
EXPENDITURES					
Materials & Services					
Professional Services	1,472	1,472	0	NA	(1,472)
Total Materials & Services	<u>1,472</u>	<u>1,472</u>	<u>0</u>	<u>NA</u>	<u>(1,472)</u>
Capital Outlay	0	0	0	NA	0
Total EXPENDITURES	<u>1,472</u>	<u>1,472</u>	<u>0</u>	<u>NA</u>	<u>(1,472)</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(1,356)</u>	<u>(1,356)</u>	<u>0</u>	<u>NA</u>	<u>1,356</u>
NET CHANGE IN FUND BALANCE	<u>(1,356)</u>	<u>(1,356)</u>	<u>0</u>	<u>NA</u>	<u>1,356</u>
BEGINNING FUND BALANCE	60,214	60,214	0	NA	(60,214)
ENDING FUND BALANCE	<u><u>58,857</u></u>	<u><u>58,857</u></u>	<u><u>0</u></u>	<u><u>NA</u></u>	<u><u>(58,857)</u></u>

City of Dundee
 Statement of Revenue & Expenditures
 Bonded Debt - 310
 From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	1,194	1,194	148,000	99.19%	146,806
Miscellaneous Revenue	37	37	1,000	96.25%	963
Total REVENUE	<u>1,232</u>	<u>1,232</u>	<u>149,000</u>	<u>99.17%</u>	<u>147,768</u>
EXPENDITURES					
Debt Service	0	0	150,200	100.00%	150,200
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>150,200</u>	<u>100.00%</u>	<u>150,200</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>1,232</u>	<u>1,232</u>	<u>(1,200)</u>	<u>202.64%</u>	<u>(2,432)</u>
NET CHANGE IN FUND BALANCE	<u>1,232</u>	<u>1,232</u>	<u>(1,200)</u>	<u>202.64%</u>	<u>(2,432)</u>
BEGINNING FUND BALANCE	17,810	17,810	17,600	-1.19%	(210)
ENDING FUND BALANCE	<u><u>19,042</u></u>	<u><u>19,042</u></u>	<u><u>16,400</u></u>	<u><u>-16.11%</u></u>	<u><u>(2,642)</u></u>

City of Dundee
Statement of Revenue & Expenditures
Water Fund - 431
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	64,129	64,129	617,400	89.61%	553,271
Miscellaneous Revenue	180	180	3,400	94.71%	3,220
Total REVENUE	64,309	64,309	620,800	89.64%	556,491
EXPENDITURES					
Personnel Services	21,655	21,655	217,400	90.04%	195,745
Materials & Services					
Supplies	478	478	12,500	96.18%	12,022
Professional Services	2,158	2,158	8,600	74.90%	6,442
Contractual Services	0	0	10,000	100.00%	10,000
Travel & Training	261	261	2,300	88.65%	2,039
Insurance	0	0	5,700	100.00%	5,700
Regulatory Requirements	0	0	15,500	100.00%	15,500
Utilities	1,539	1,539	46,100	96.66%	44,561
Repairs & Maintenance	250	250	40,800	99.39%	40,550
Interfund Services	7,767	7,767	94,000	91.74%	86,233
Other Materials & Services	753	753	9,700	92.23%	8,947
Total Materials & Services	13,207	13,207	245,200	94.61%	231,993
Capital Outlay	0	0	36,000	0.00%	36,000
Total EXPENDITURES	34,861	34,861	498,600	93.01%	463,739
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	29,448	29,448	122,200	75.90%	92,752
OTHER FINANCING SOURCES (USES)					
Transfers Out	(3,114)	(3,114)	(155,000)	97.99%	(151,886)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(3,114)	(3,114)	(175,000)	98.22%	(171,886)
NET CHANGE IN FUND BALANCE	26,333	26,333	(52,800)	149.87%	(79,133)
BEGINNING FUND BALANCE	61,982	61,982	56,500	9.70%	5,482
ENDING FUND BALANCE	88,315	88,315	3,700	2286.89%	84,615

City of Dundee
Statement of Revenue & Expenditures
Water CIP Fund - 432
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	39,200	100.00%	39,200
Miscellaneous Revenue	903	903	6,000	84.94%	5,097
Total REVENUE	<u>903</u>	<u>903</u>	<u>45,200</u>	<u>98.00%</u>	<u>44,297</u>
EXPENDITURES					
Capital Outlay	0	0	265,000	100.00%	265,000
Debt Service	0	0	117,300	100.00%	117,300
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>382,300</u>	<u>100.00%</u>	<u>382,300</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>903</u>	<u>903</u>	<u>(337,100)</u>	<u>100.27%</u>	<u>-338,003</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	80,000	100.00%	80,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>80,000</u>	<u>100.00%</u>	<u>80,000</u>
NET CHANGE IN FUND BALANCE	<u>903</u>	<u>903</u>	<u>(257,100)</u>	<u>100.35%</u>	<u>-258,003</u>
BEGINNING FUND BALANCE	326,245	326,245	270,600	-20.56%	-55,645
ENDING FUND BALANCE	<u>327,149</u>	<u>327,149</u>	<u>13,500</u>	<u>-2323.32%</u>	<u>-313,649</u>

City of Dundee
Statement of Revenue & Expenditures
Sewer Fund - 441
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	99,857	99,857	1,331,400	92.50%	1,231,543
Miscellaneous Revenue	330	330	4,500	92.66%	4,170
Total REVENUE	<u>100,187</u>	<u>100,187</u>	<u>1,335,900</u>	<u>92.50%</u>	<u>1,235,713</u>
EXPENDITURES					
Personnel Services	16,965	16,965	200,200	91.53%	183,235
Materials & Services					
Supplies	911	911	21,500	95.76%	20,589
Professional Services	2,116	2,116	40,700	94.80%	38,584
Contractual Services	197	197	700	71.91%	503
Travel & Training	261	261	2,300	88.65%	2,039
Insurance	0	0	16,700	100.00%	16,700
Regulatory Requirements	2,210	2,210	5,600	60.54%	3,390
Utilities	5,965	5,965	85,100	92.99%	79,135
Repairs & Maintenance	0	0	221,300	100.00%	221,300
Interfund Services	6,883	6,883	86,400	92.03%	79,517
Other Materials & Services	750	750	9,500	92.10%	8,750
Total Materials & Services	<u>19,294</u>	<u>19,294</u>	<u>489,800</u>	<u>96.06%</u>	<u>470,506</u>
Total EXPENDITURES	<u>36,258</u>	<u>36,258</u>	<u>690,000</u>	<u>94.75%</u>	<u>653,742</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>63,929</u>	<u>63,929</u>	<u>645,900</u>	<u>90.10%</u>	<u>581,971</u>
OTHER FINANCING SOURCES (USES)					
Transfers Out	(60,493)	(60,493)	(745,600)	91.89%	(685,107)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	<u>(60,493)</u>	<u>(60,493)</u>	<u>(765,600)</u>	<u>92.10%</u>	<u>(705,107)</u>
NET CHANGE IN FUND BALANCE	<u>3,436</u>	<u>3,436</u>	<u>(119,700)</u>	<u>102.87%</u>	<u>(123,136)</u>
BEGINNING FUND BALANCE	159,361	159,361	143,300	11.21%	16,061
ENDING FUND BALANCE	<u>162,797</u>	<u>162,797</u>	<u>23,600</u>	<u>589.82%</u>	<u>139,197</u>

City of Dundee
Statement of Revenue & Expenditures
Sewer CIP Fund - 442
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	37,200	100.00%	37,200
Miscellaneous Revenue	1,123	1,123	22,200	94.94%	21,077
Total REVENUE	<u>1,123</u>	<u>1,123</u>	<u>59,400</u>	<u>98.11%</u>	<u>58,277</u>
EXPENDITURES					
Capital Outlay	0	0	0	NA	0
Debt Service	0	0	689,200	100.00%	689,200
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>689,200</u>	<u>100.00%</u>	<u>689,200</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>1,123</u>	<u>1,123</u>	<u>(629,800)</u>	<u>100.18%</u>	<u>(630,923)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	55,500	55,500	666,000	91.67%	610,500
Total OTHER FINANCING SOURCES (USES)	<u>55,500</u>	<u>55,500</u>	<u>666,000</u>	<u>91.67%</u>	<u>610,500</u>
NET CHANGE IN FUND BALANCE	<u>56,623</u>	<u>56,623</u>	<u>36,200</u>	<u>-56.42%</u>	<u>(20,423)</u>
BEGINNING FUND BALANCE	514,092	514,092	497,100	-3.42%	(16,992)
ENDING FUND BALANCE	<u><u>570,715</u></u>	<u><u>570,715</u></u>	<u><u>533,300</u></u>	<u><u>-7.02%</u></u>	<u><u>(37,415)</u></u>

City of Dundee
Statement of Revenue & Expenditures
Storm Water Fund - 451
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	8,060	8,060	109,800	92.66%	101,740
Miscellaneous Revenue	33	33	1,000	96.74%	967
Total REVENUE	8,093	8,093	110,800	92.70%	102,707
EXPENDITURES					
Personnel Services	2,857	2,857	28,300	89.90%	25,443
Materials & Services					
Supplies	127	127	2,300	94.47%	2,173
Professional Services	21	21	5,600	99.62%	5,579
Travel & Training	0	0	200	100.00%	200
Insurance	0	0	200	100.00%	200
Regulatory Requirements	0	0	100	100.00%	100
Utilities	104	104	1,100	90.56%	996
Repairs & Maintenance	0	0	2,700	100.00%	2,700
Interfund Services	1,133	1,133	12,100	90.63%	10,967
Other Materials & Services	3	3	300	99.05%	297
Total Materials & Services	1,389	1,389	24,600	94.36%	23,211
Total EXPENDITURES	4,246	4,246	52,900	91.97%	48,654
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	3,847	3,847	57,900	93.36%	54,053
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	3,847	3,847	(11,000)	134.97%	(14,847)
BEGINNING FUND BALANCE	12,700	12,700	12,100	4.96%	600
ENDING FUND BALANCE	16,547	16,547	1,100	1404.26%	15,447

City of Dundee
Statement of Revenue & Expenditures
Storm Water CIP Fund - 452
From 7/01/2019 Through 7/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	0	0	15,000	100.00%	15,000
Miscellaneous Revenue	171	171	1,300	86.87%	1,129
Total REVENUE	<u>171</u>	<u>171</u>	<u>16,300</u>	<u>98.95%</u>	<u>16,129</u>
EXPENDITURES					
Capital Outlay	1,361	1,361	111,000	98.77%	109,639
Debt Service	0	0	23,700	100.00%	23,700
Total EXPENDITURES	<u>1,361</u>	<u>1,361</u>	<u>134,700</u>	<u>98.99%</u>	<u>133,339</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITUR	<u>(1,190)</u>	<u>(1,190)</u>	<u>(118,400)</u>	<u>98.99%</u>	<u>-117,210</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	52,000	100.00%	52,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>52,000</u>	<u>0.00%</u>	<u>52,000</u>
NET CHANGE IN FUND BALANCE	<u>(1,190)</u>	<u>(1,190)</u>	<u>(66,400)</u>	<u>0.00%</u>	<u>-65,210</u>
BEGINNING FUND BALANCE	87,912	87,912	71,400	0.00%	-16,512
ENDING FUND BALANCE	<u>86,722</u>	<u>86,722</u>	<u>5,000</u>	<u>0.00%</u>	<u>-81,722</u>

PROCLAMATION

City of Dundee – 2020 Census

WHEREAS, the Bureau of the Census in the United States Department of Commerce conducts the census and the federal government funds the cost of the census; and

WHEREAS, it takes the cooperation and investment of states, local government, and community partners working in conjunction with the federal government to ensure that the census is fully executed and represents a complete and accurate count of the people within each jurisdiction; and

WHEREAS, the results of the census are the foundation for many important decisions made by federal, state, and local government including the disbursement of federal funds to states, counties, and municipalities; and the apportionment of political representation based on population; and

WHEREAS, census data guides local decision-makers in important community planning efforts, including locations for schools, roads, hospitals, child-care and senior citizen centers, et cetera;

NOW, THEREFORE, the City Council of the City of Dundee hereby proclaims its support for the efforts of the 2020 Census and calls upon the community to participate

BE IT FURTHER RESOLVED, that the City Council calls on city officials, community leaders, representatives of faith-based and non-profit organizations, and representatives of historically undercounted populations to ensure that the City of Dundee is properly and fully counted in the 2020 census.

SIGNED this 17th day of September, 2019.

David Russ, Mayor



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
<input type="checkbox"/> Brewery 1 st Location	Date application received: RECEIVED
<input type="checkbox"/> Brewery 2 nd Location	AUG 16 2019
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County: CITY OF DUNDEE
<input type="checkbox"/> Brewery-Public House 1 st location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 2 nd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3 rd location	By: _____
<input type="checkbox"/> Distillery	Date: _____
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	
	OLCC USE ONLY
	Date application received: 8-12-19
	By: Onwick
	Date application accepted as initially complete: 8-12-19
	By: Onwick
	License Action(s): 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):

Willamette ~~Wally Holdings, LLC~~ **Picnic LLC**

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY RECEIVED OREGON LIQUOR CONTROL COMMISSION AUG 19 2019 SALEM REGIONAL OFFICE	OLCC FINANCIAL SERVICES USE ONLY
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LIQUOR LICENSE APPLICATION

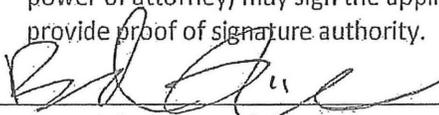
3. Applicant #1 <i>Picnic LLC</i> Willamette Valley Holdings, Inc		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Knapsaak Picnic Provisions			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 276 Hwy 99W			
City <i>Sherwood Dundee</i>	County <i>OR Yamhill</i>	Zip Code <i>97140-97115</i>	
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 16300 SW Langer Dr Unit 1122			
City Sherwood	State OR	Zip Code 97140	
9. Phone Number of the Business Location NA	Email Contact for this Application <i>knapsaak@gmail.com Knapsaak@gmail.com</i>		
Contact Person for this Application Brad Quirie		Phone Number 6199404440	
Mailing Address <i>16300</i> 16300 SW Langer Dr Unit 1122	City Sherwood	State OR	Zip Code 97140

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) Quirie	(FIRST) Brad	(MIDDLE) James
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____		
<p>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.</p> <p>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)).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY):		
6. Driver License or State ID #:		7. State: AZ Search Completed
8. Residence Address: 17167 SW Terrapin Dr Unit 146, Sherwood, OR 97140		
9. Mailing Address (if different): 16300 SW Langer Dr Unit 1122, Sherwood, OR 97140		AUG 12 2019
10. E-Mail (optional): bquirie@gmail.com		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: Jenny Quirie		INITIALS:
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input type="checkbox"/> No <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> 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 ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> 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. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		

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)

We owned Jola Cafe for 6 years. It was licensed. We sold it June 2018.

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?

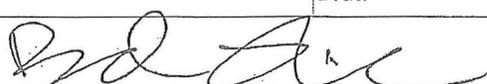
No Yes (Please include explanation below) Unsure (Please include explanation below)

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)

Willamette Picnic LLC

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) Quirie	(FIRST) Brad	(MIDDLE) James
Signature: 		Date: 7/26/19



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) Quirie (FIRST) Jenny (MIDDLE) Ann

2. Other Names Used (Maiden, Etc.): Friberg

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): 05 / 31 / 1977 5. Contact Phone: 5033517302

6. Driver License or State ID #: _____ 7. State: OR

8. Residence Address:
17167 SW Terrapin Dr #146, Sherwood, OR 97140

9. Mailing Address (if different):
16300 SW Langer Dr, Unit 1122, Sherwood, OR 97140

OSP/DMV
Search Completed

10. E-Mail (optional):

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

If yes, list his/her full name: Brad Quirie

AUG 12 2019

12. If yes to #11, will this person be involved in the management of, or have control over, the business?
 No Yes

INTWLD: [Signature]

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)

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)

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)

Willamette Picnic LLC

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)

Quirie

(FIRST)

Jenny

(MIDDLE)

Ann

Signature:

Jenny A. Quirie

Date:

08/08/2019



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Willamette Picnic LLC Phone: 619 940 4440

Trade Name (dba): Knapsack Picnic Provisions

Business Location Address: 276 Hwy 99W

City: Dundee ZIP Code: 97115

DAYS AND HOURS OF OPERATION

Business Hours:

Table with 2 columns: Day (Sunday-Saturday) and Hours (9 AM to 3 PM)

Outdoor Area Hours:

Table with 2 columns: Day (Sunday-Saturday) and Hours (blank)

The outdoor area is used for:

- Food service Hours: 9 to 3
Alcohol service Hours: 9 to 3
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: NA

- 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

Table with 2 columns: Day (Sunday-Saturday) and Hours (NA)

SEATING COUNT

Restaurant: 0 Outdoor: 0
Lounge: 0 Other (explain):
Banquet: 0 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: 7/26/19

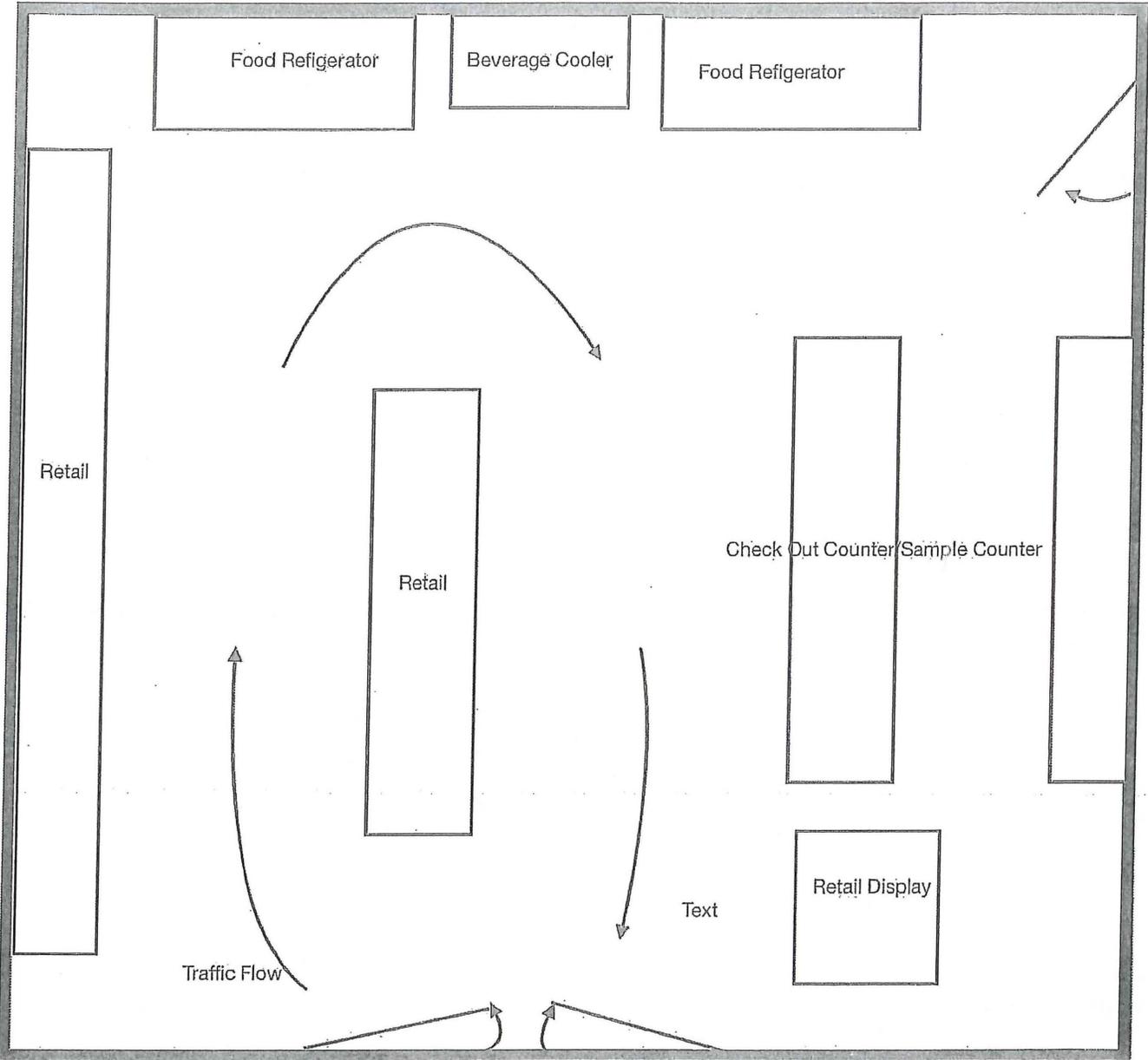
1-800-452-OLCC (6522)

www.oregon.gov/olcc



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.



Applicant Name
 Willamette Picnic LLC/dba Knapsaak Picnic Provisions

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: September 12, 2019
Re: WWTP Membrane Manual Clean

As reported at the August 6 meeting, the membranes in Train 2 of the wastewater treatment plant will require a manual clean due to dewatering and buildup of excess material between the membranes. Quotes were solicited from five contractors to support the removal and re-installation of the membrane cassettes following their physical cleaning by City crews – see attached letter from Michael Humm, Kennedy/Jenks Consultants. The manual clean is expected to start by September 24 and the cassettes re-installed the following week. One of the cassettes in Train 2 also indicated the possibility of damaged membrane cartridges. We have limited inventory, additional cartridges are about \$125 each and additional replacements may be obtained from Kubota in Seattle. In a prior manual clean Kubota destructed a sample cartridge and found it to be in good condition. We will request Kubota to update their assessment on the remaining life of the cartridges.

Kennedy Jenks and Kubota representatives visited on site and discussed maintenance schedules and procedures with WWTP Operator Nunley. While additional information will be obtained after fully draining the basin and cleaning the membranes, Michael Humm will discuss preliminary findings and recommendations with Council at the September 17 meeting.

Recommendation: Motion accepting the quote in the amount of \$13,475 from RL Reimers for removal and re-installation of membrane cassettes.



September 5, 2019

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

Subject: Engineers Recommendation of Award
WWTP Membrane Cleaning Support Services
City of Dundee, Oregon
1776010.00

Dear Mr. Daykin:

The membranes within Train 2 of the City's wastewater treatment plant have been experiencing issues with low permeability. The permeability is the rate which water can be passed through the membranes. As that decreases, so too does the overall capacity of the membrane bioreactor (MBR) system. Low permeability was identified through the plant's control system and resulted in the City staff completing a visual inspection of the membranes. This inspection found the membranes to be physically clogging with buildup of sludge material seen in a number of places in-between the tightly spaced membrane cassettes. Following visual inspection, Kennedy Jenks and Kubota made site visits to support the diagnosis and develop a path to resolve this problem. In addition to the clogging, or perhaps as a result, the effluent has elevated total suspended solids. This is an indication that somewhere in the membrane basin there is a physical break and the contents of the process basin are passing into the treated permeate. Staff have isolated this issue to one set of membrane cassettes, and it is believed that there is a tear in a membrane that will require replacement when the system is taken down for cleaning.

In order to remedy the clogging of the membranes, a physical clean is needed. This will require removing the cassettes from the basin where they can be more easily accessed. The exterior metal panels will then be removed, and the interior of the cassettes will be cleaned to remove the clogging. In order to do this work, the process connections within the basin and the hoisting of the cassettes requires a contractor. This scope of work was summarized in a request for quote package that was then solicited to contractors.

This is a very similar scope of work previously used for this operation and generally includes removal and hoisting of the cassettes by the Contractor. The city staff will be responsible for the actual cleaning of the membranes as well as supplying and replacing any of the membrane consumables (membrane plates, tubing, gaskets, etc.). The city will also be supplying piping gaskets should any of the piping connections within the basin need gaskets replaced.

Kennedy Jenks contacted five local General Contractors to request bids for this scope of work and received quotes from one of the five Contractors as summarized in the Table 1 below. The four remaining contractors notified us that while they would have liked to bid on the project, all staff were committed to other projects for the rest of the summer. This is consistent with the bidding climate right

421 SW 6th Avenue, Suite 1000 | Portland, OR 97204

Phone: 503-423-4000

\\por2\data\projects\2017\1776010.00_dundee_city_engineering\10-engdesign\10.04-dsgnnotes\calcs\membranefouling2019\dundee mbr cleaning recommendation letter_9.5.19_final.docx

Mr. Rob Daykin
September 5, 2019
1776010*00
Page 2

now as we've seen contractors choosing to pass on opportunities because of their current workload and backlog. Additionally, the relatively small contract value of this project and the fact that a large component of the cost is tied into the crane rental equipment likely is contributing to the limited interest. The Contractor bid is included in Attachment A.

Table 1: Summary of Membrane Cleaning Contractor Bids

Contractor	Bid Amount
JR Merit	Did not quote
Water & Wastewater Service	Did not quote
RL Reimers	\$13,475
Slayden	Did not quote
Stellar J	Did not quote

In addition to the scope of work described above, the bid also included mobilization, safety equipment, and coordination with City staff.

Based on the bid received, Kennedy Jenks recommends the contract for Membrane Cleaning Support Services at the City's WWTP be awarded to RL Reimers for a cost lump sum, not-to-exceed cost of \$13,475.

Please contact me at your convenience if you would like to discuss the bids or the cleaning process further.

Very Truly Yours,

KENNEDY/JENKS CONSULTANTS



Michael Humm, P.E.

Enclosures:

Attachment A – Contractor Membrane Cleaning Bid



R.L. REIMERS COMPANY GENERAL CONTRACTORS

August 29, 2019

Dana Devin-Clarke
Kennedy Jenks and Associates
421 SW 6th Ave, Suite 1000
Portland, OR 97204

RE: Dundee MBR Cleaning Scope

Thank you for the opportunity to provide a quote on the project. We are pleased to provide the necessary labor and equipment to remove the membrane cassettes for cleaning by city staff and reinstall roughly one week later. All work will be per the scope letter sent on August 26th, 2019.

Total = \$13,475.00

Exclusions:

- Engineering
- Performance/Payment Bonds
- Permits
- Job specific insurance
- Startup and testing services

Payment terms: Net 30 days

If you have any questions regarding this quote, please feel free to contact me at (971) 304-5661

Sincerely,

Ross Meyer
Project Manager

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: September 12, 2019
Re: Fire Station Floor Repair

Following completion of the roof repairs and other related work by Porter Construction, Baldwin General Contracting, Inc. was notified by the City to provide submittals for review of their work related to the concrete slab floors per the Mutual Settlement Agreement executed last year. Baldwin representatives met on site with Chief Stock and the City's consultant Jim Omundson in early May. After months of review and rejection of various proposals, Baldwin finally provided a scope of work and fee with a qualified contractor for a product that satisfies the terms of the Agreement. Unexpectedly, Baldwin also requested to pay the City the amount budgeted for this work so to be relieved of future obligations related to the floor repairs. Staff discussed this proposal Jim Omundson and came to the conclusion that this would be acceptable after meeting with the contractor on site to review the scope of work. Jim Omundson started the process of getting quotes for the work that would have been self-performed by Baldwin, including removing and relocating cabinets, turnout lockers, appliances, and other plumbed facilities, and re-stripping the bay floors. Omundson determined the City will be able to perform all work related to the floor repairs within the budget amount and pay for his time coordinating and inspecting the work. Omundson intends on providing an updated budget for the floor repair project for review at the September 17 council meeting.

The attached Amendment No. 1 was prepared by Jim Omundson and provided to the city attorney for review. Following approval of Amendment No. 1 and payment by Baldwin to the City, staff will bring back a proposal from the contractor at the next available council meeting for review and approval.¹

Recommendation: Motion to authorize the city administrator to execute Amendment No. 1 to the Mutual Settlement Agreement with Baldwin General Contracting, Inc.

¹ Since Baldwin is no longer performing the work, the City will have to comply with State of Oregon procurement laws and will be recommending an exemption to competitive bidding to avoid unnecessary delay and additional costs. Note: In either case, BOLI wages apply.

**MUTUAL SETTLEMENT AGREEMENT
Amendment No. 1**

This amendment revises terms found in Section V., "BALDWIN'S PERFORMANCE," of the original Mutual Settlement Agreement signed by Baldwin on August 6, 2018.

The first paragraph of Section V., beginning "A Scope of Work for concrete slab..." is removed in its entirety. The deleted paragraph is replaced with the following:

In lieu of Baldwin performing the work described in **Exhibit 1**, Baldwin shall pay to the order of City of Dundee \$79,860 no later than September 24, 2019. This payment satisfies all Baldwin obligations relative to concrete floor repair.

THE CITY OF DUNDEE

BALDWIN GENERAL CONTRACTING, INC.

Signature: _____

Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: September 12, 2019
Re: Highway 99W Street Light Project Update

In April 2019 PGE expanded their LED street light fixture choices to allow Option B. Under Option B, the City owns the street lights, but PGE will maintain them. This allows for a much lower monthly fee compared to Option A in which PGE owns and maintains the street lights. Currently, the entire City's local street lights are Option A.¹ The City initially planned on owning and maintaining the street lights with the highway improvements project since the TE grant covered their installation. However, with the recent change in the street light tariff City Council directed staff to explore the possibility of using the Westbrooke fixture offered by PGE under Option B. DKS Consultants reviewed site conditions with PGE representatives regarding the installation of street lights along Highway 99W in Dundee and determined the street light bases and junction boxes installed by the City as part of Phase A of the highway improvements project are not acceptable to PGE and would have to be replaced to be eligible for Option B.

Since it would be cost prohibitive to upgrade the installed facilities that do not meet PGE's requirements, we considered Option C and metered service alternatives. Under Option C the City will own the street light system and is responsible for its maintenance. The monthly fee for energy use paid to PGE is based on a table of approved fees based on the wattage rating of the various fixtures. With Option C, the monthly amount is fixed throughout the year. Under the metered service approach, the City still owns the street light system and is responsible for its maintenance; however, energy use is metered and will vary from month to month based on the duration of lighting throughout the year. For comparison of these two approaches, it is assumed that the fees paid to PGE for energy consumption will essentially be the same on an annual basis and the additional monthly costs will be the \$10.00 per meter base charge. However, the City will also be responsible for the future pedestrian activated beacons, including the monthly energy use, and PGE meters will be required for those facilities. DKS assured the City that the two meters would be able to serve both the street lights and the pedestrian beacons. Also, with the metered street light approach, the City would be able to provide for other limited electrical uses attached to the poles, such as illuminated seasonal decorations and radar speed displays. Currently, the City pays \$113.56 per month for the highway street lights under Option A. The following table breaks down the monthly estimated energy cost for the various options

¹ The Dundee Improvements Design Standards will now go back to Option B as the standard for street lights installed in public rights of way. This allows the cost of the initial pole and fixture investment to be paid by the developer, instead of PGE, in order to get the lower monthly fee for the City.

available with PGE on the LED Westbrooke street lights to be installed with the Highway 99W improvements project.

	Estimated Monthly kWh	QTY	OPT B (95)	Option B Monthly Total	OPT C (95)	Option C Monthly Total	Schedule 32 Metered Service *
35W LED Westbrooke	13	49	\$2.10	\$102.90	\$1.36	\$66.64	\$66.64
52W LED Westbrooke	18	20	\$2.88	\$57.60	\$2.21	\$44.20	\$44.20
68W LED Westbrooke	23	7	\$3.64	\$25.48	\$2.84	\$19.88	\$19.88
Aluminum Non-Fluted Ornamental Westbrooke Pole		76	\$0.63	\$47.88			
Base Charge (Single Phase)							\$20.00
		76		\$233.86		\$130.72	\$150.72

*Estimated Energy Usage + Base Meter Charge

Following installation and activation of the new Westbrook street lights, the City will order the removal of the last remaining high pressure sodium (HPS) lights attached to the PGE poles². The City will need to pay PGE any undepreciated value remaining on the lights at the time of their removal. I hope to have a current estimate of that remaining undepreciated value by the September 17 meeting. Also, since Option B is no longer viable DKS will share additional alternatives to the Westbrooke that will not compromise quality or the budget. I hope to have that additional information at the September 17 meeting.

² It appears some of the HPS lights have failed since the 2014 transition to LED citywide and were replaced with LED fixtures. It is possible in lieu of paying a fee for the undepreciated value of the LED fixtures; the City may elect to relocate them at alternate PGE poles at no additional cost. Staff will explore this option in more detail.

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: September 12, 2019
Re: Resolution No. 2019-11, Disability Policy Amendment

Resolution No. 2019-11 was prepared to amend the Disability Payment provision in the Employee Handbook. Changes include:

1. Clarifies the available leave hours will be used to supplement the time loss payment from Workers' Compensation until consumed.
2. Deletes the option of employee turning the disability payment over to the City to buy down leave hours.
3. Clarifies the continuation of employee health coverage and suspension of accrual of vacation, sick or other benefits while on disability leave that is same policy under the Family Medical Leave policy described in the Employee Handbook.

Below is a redline version of the changes to the Disability Payment provision.

Disability Payment

Any employee that receives a disability payment while on leave under the Industrial Accident Laws will ~~only~~ be paid the difference by Dundee between their disability payment and regular salary, provided they have accrued an adequate amount of paid leave. If forms of paid leave are depleted, the employee will not receive any salary or wages from Dundee. Upon receipt of any disability compensation, the employee must promptly report the amount received to the City Administrator.

~~Dundee and employee may prefer to have the employee sign over the disability compensation check to Dundee with Dundee paying the employee their regular wages and subtracting the appropriate amount of leave time from the employee's leave bank. The City of Dundee will continue the employee health coverage under any group health plan during the period covered by the disability payment on the same terms as if the employee had continued to work. The employee must continue to make regular contributions to the cost of the health insurance premiums during the disability period. Employees will not accrue vacation, sick, or other benefits while the employee is on disability leave.~~

RESOLUTION NO. 2019-11

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK

WHEREAS, the City of Dundee passed Resolution No. 2018-01, adopting the Employee Handbook, on February 20, 2018; and

WHEREAS, from time to time the Council deems it necessary to update practices and procedures pertaining to employees.

NOW THEREFORE, BE IT RESOLVED THAT:

The subsection titled Disability Payment in Chapter IV. EMPLOYEE BENEFITS, Section C. Workers' Compensation and Safety on the Job, is hereby amended to read as follows:

Disability Payment

Any employee that receives a disability payment while on leave under the Industrial Accident Laws will be paid the difference by Dundee between their disability payment and regular salary, provided they have accrued an adequate amount of paid leave. If forms of paid leave are depleted, the employee will not receive any salary or wages from Dundee. Upon receipt of any disability compensation, the employee must promptly report the amount received to the City Administrator. The City of Dundee will continue the employee health coverage under any group health plan during the period covered by the disability payment on the same terms as if the employee had continued to work. The employee must continue to make regular contributions to the cost of the health insurance premiums during the disability period. Employees will not accrue vacation, sick, or other benefits while the employee is on disability leave.

PASSED BY THE COUNCIL AND SIGNED BY THE MAYOR this 17th day of September, 2019.

David Russ, Mayor

Attest:

Rob Daykin, City Recorder/City Administrator

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: September 12, 2019
Re: Parks Advisory Committee Appointments

Attached is an application from Kristin Gorton for appointment to the Parks Advisory Committee (PAC). Kristin attended and took part in the discussion at the August 7 and September 4 PAC meetings.

Resolution No. 2009-03 establishes the following membership qualifications of the Parks Advisory Committee:

- No more than one member shall reside outside of the City of Dundee
- Members shall represent a cross-section of the community to include geographic and demographic diversity
- One member shall be a member of the City Council and chair the meetings

If Council appoints Kristin Gorton, the membership of the Parks Advisory Committee will be as follows:

<u>Name</u>	<u>Residence</u>
Jeannette Adlong, Chair	142 SW Red Hills Drive
Nick Gilbert	460 NW 1 st Street
David Dixon	685 SW 5 th Street
Jill Bilka	740 SW Graystone Place
Noel Johnson	962 SW Tomahawk Place
Beth Humphrey	110 SW Brier Avenue
Kristin Gorton	1240 SW 1st Street

Recommendation: Motion to appoint Kristin Gorton to the Parks Advisory Committee.



CITY of
DUNDEE
Oregon

Parks
**TOURISM COMMITTEE
APPLICATION**

The Mayor and City Councilors of the City of Dundee are seeking applications from individuals interested in serving on the Dundee ~~Tourism~~ *Parks* Committee.

The duties of the Tourism Committee include:

1. Development of a long-range strategic plan aimed at promoting tourism in the city through the use of a transient room tax.
2. Recommendation to the council on programs for use of the fee and annual budget appropriations for the tourism fund.
3. Working with the city administrator on implementation of tourism promotion programs and development of tourism-related facilities.

Name: Kristin Gorton

Address: 1240 SW 1st St. Dundee, 97115

Telephone No. (503) 544-4340 Dundee Resident (Yes or No): Yes

E-Mail Address: kristingibb@gmail.com

Occupation: Mental health therapist

Educational Background: B.A. Journalism, University of Oregon; M.A. Counseling, Western Seminary Portland

State briefly your reasons for applying: I work one day a week outside the home & am otherwise home raising small children.

I have time to give back to my community and our family makes good use of our parks. I have professional experience with coordinating volunteers and grant writing, as well.

Signature

Thank you!

Date

9/4/19



The following additional pages were addendum items from the September 17, 2019 City Council Meeting.

My wife Heidi and I recently sold our house at 1067 SW Falcon Crest Drive and the buyer requested that an approximately 13' section of the sewer lateral that had a belly in the sewer line be replaced. Black Rock Underground completed the work for \$9,875. The section of pipe to be replaced was solely under the street, of which I had no right or ability to maintain on my own. I have a few questions that I would like answered regarding this repair and my responsibility from the current code.

1) When this code changed in 2013 were all homeowners in Dundee notified of their receipt of the sewer lateral pipe and their new responsibilities?

2) Why were laterals that were constructed prior to the code change not grandfathered into the city's responsibility? Was there any discussion of a grandfather clause?

3) When the code was put into place did you also reduce the sewer fees since you had a considerable amount of pipe that you were no longer responsible for maintaining, repairing or replacing?

4) After consulting a professional civil engineer, I was informed that there was a very high likelihood that there had been a belly in the line since the house was built in 2001 due to improper compaction underneath the lateral. When the house was built, the code required that the city maintain the lateral from the property line to the main. Could the city please provide proof that the road was constructed properly and that the compaction was completed and inspected? I would assume that the city would have also regularly inspected the laterals prior to the code change to keep their risk of failure down and contain costs.

I am proposing that the \$9,875 sewer repair be covered by the city for its failure to properly inspect the line after construction. If it had been inspected properly the belly most likely would have been discovered and the issue could have been resolved right after construction and before paving the road. Also, if the lateral had been scoped by the city at any time prior to the code change and a belly was noted but not repaired it should be the city's responsibility. Black Rock Underground confirmed that the soil compaction was inadequate at the time of construction.

Photos of the repair are available for your review.

Thank you,
Chris Hege



The Road to 2020 Hard-To-Count Populations Dundee, Oregon

September 17, 2019

Jim Graham
Partnership Specialist

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

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United States™
Census
2020

Why Conduct The Decennial Census?

United States Constitution – 1787 Article 1, Section 2



“Representatives and direct Taxes shall be apportioned among the several States which may be included within this union, according to their respective Numbers ...

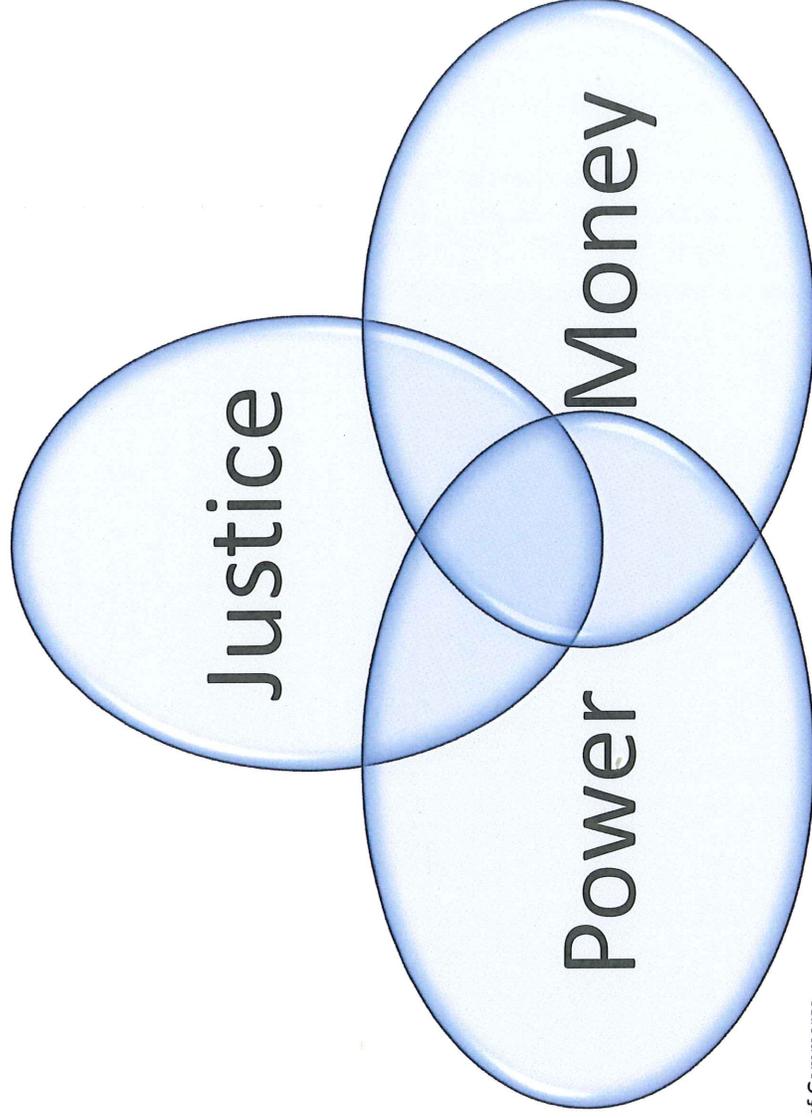
The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and **within every subsequent Term of ten years, in such Manner as they shall by Law direct.”**

The Census is Important

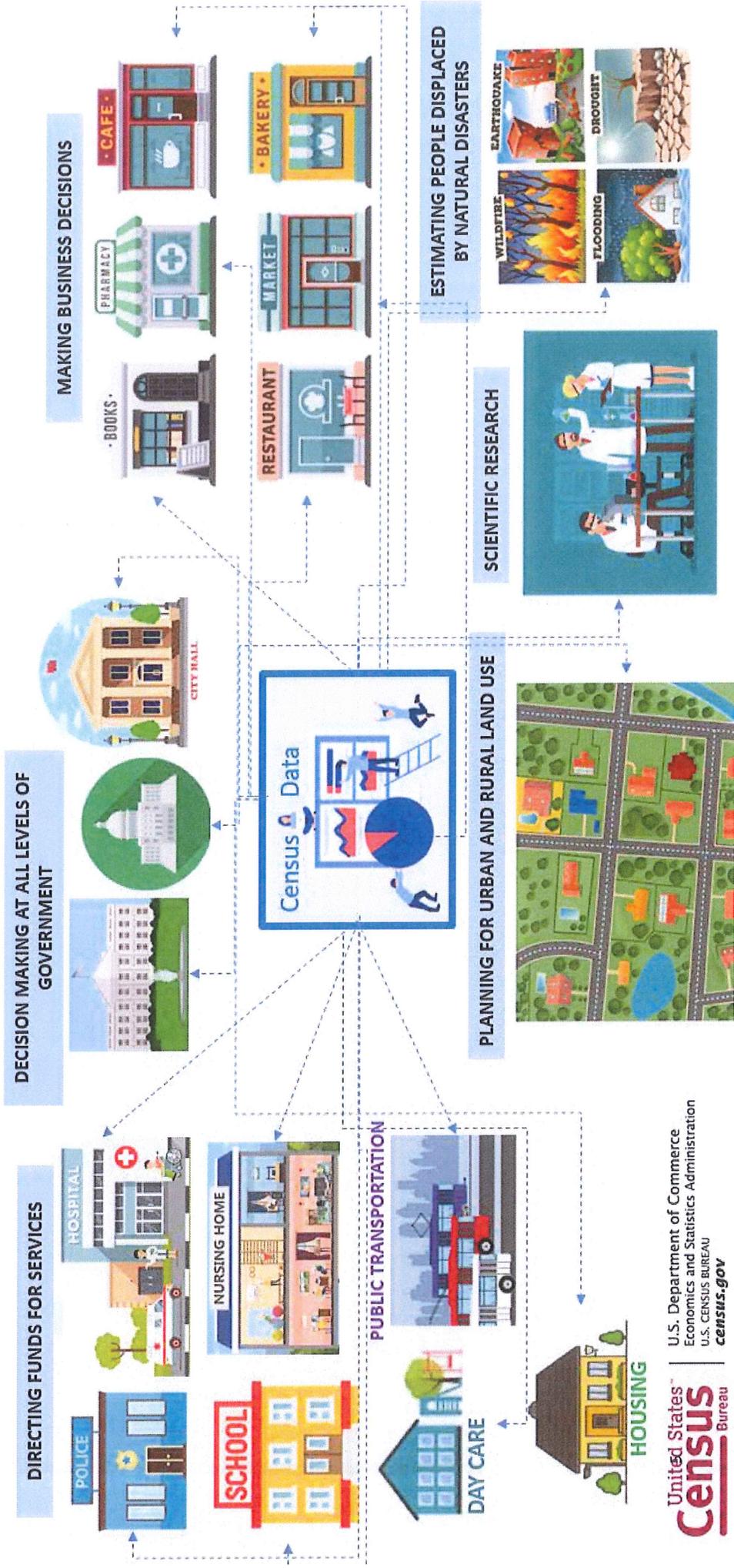
The Census is Easy

The Census is Safe

Important: What Is In It For Dundee?



Important: Money, Justice, And Power

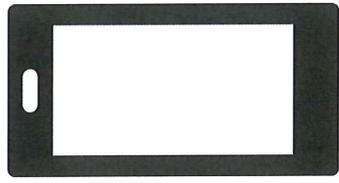


EASY: 10 Questions

1. Address
2. Phone Number
3. Count of Each Person At That Address
4. Name
5. Gender
6. Age and Date of Birth
7. Race
8. Hispanic, Latino or Spanish Origin
9. Whether Someone Lives Somewhere Else
10. Relationship



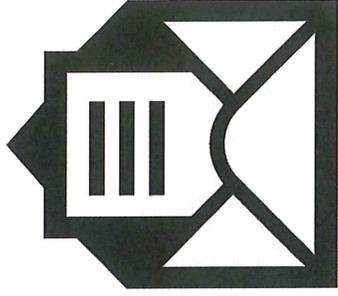
Easy: Self Respond March 12, 2020



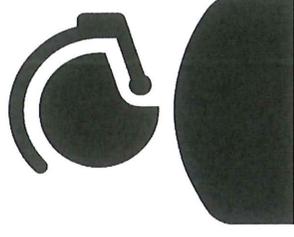
Internet



Phone



Paper Form



In Person

12 languages plus English (Internet & Phone)

English and Spanish (Paper Form)

59 languages (In Person) Guides and Cards

Braille, ASL, and Large Print

SAFE: Private and Confidential

- Data reported in statistical aggregate only
- Prohibited by Law: Release personal information to:
 - Person
 - Organization
 - Government Agency

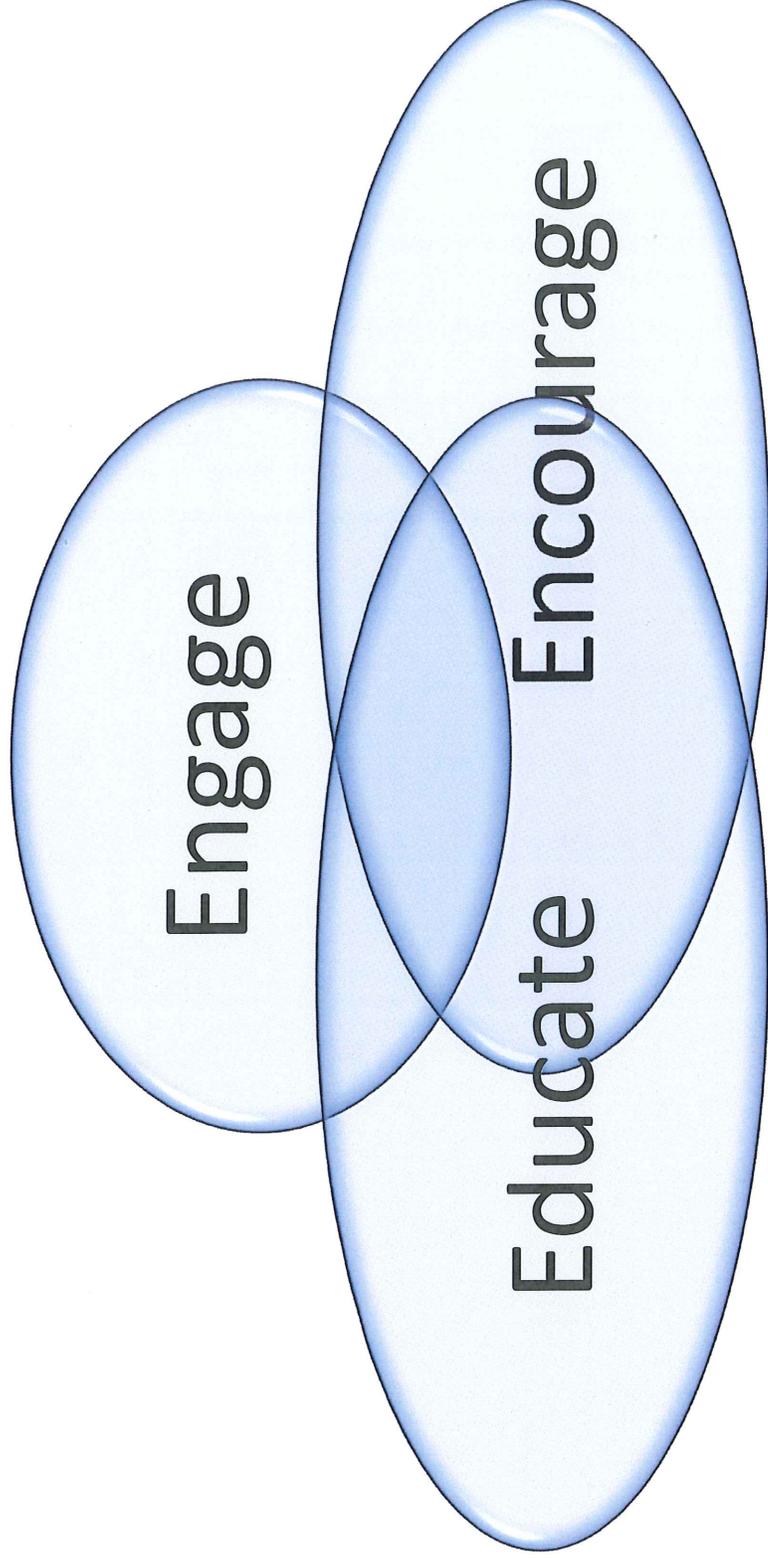
(Title 13 and Title 26)

Challenges to an Accurate Census

- Identify
- Reach
- Interview
- Persuade

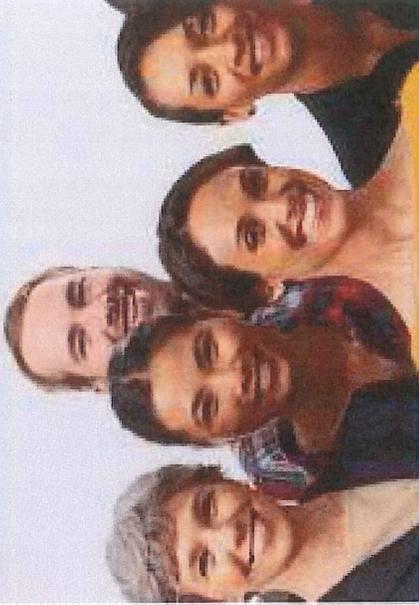
These factors describe
Hard to Count Populations

National Partnership Program



We're Hiring

**Supervisory
&
Non-supervisory**
positions available in
Yamhill County, OR
\$17.50 - \$19.50 per hour



JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!
2020census.gov/jobs
2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training



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Economics and Statistics Administration
U.S. CENSUS BUREAU
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For more information or help applying, please call
1-855-JOB-2020 (1-855-562-2020)

Thank You

James S Graham
Partnership Specialist
United States Department of Commerce
U.S. Census Bureau

James.S.Graham@2020Census.gov
971-388-9825

**MUTUAL SETTLEMENT AGREEMENT
Amendment No. 1**

The City of Dundee ("City") and Baldwin General Contracting, Inc. ("Baldwin") (collectively "Parties") hereby amend the Mutual Settlement Agreement entered into by the Parties on or around August 6, 2018 ("Agreement") as follows:

The Parties hereby agree that in lieu of Baldwin performing the work described in Section V and Exhibit 1 to the Agreement, Baldwin shall pay to the order of City of Dundee the sum of \$79,860 no later than September 24, 2019. This payment satisfies all of Baldwin's obligations relative to concrete floor repair.

THE CITY OF DUNDEE

BALDWIN GENERAL CONTRACTING, INC.

Signature: _____
Print: _____
Title: _____
Date: _____

Signature:  _____
Print: YONNY BALDWIN
Title: PRESIDENT
Date: 9-16-19

DUNDEE FIRE STATION

CONCRETE SLAB REPAIR

COST SUMMARY

September 16, 2019 OCC

Description	Amount	Notes
General Conditions		
Coordination/Inspection	\$ 5,000	OCC coordination and inspection of work (once contracts in place; OCC time billed hourly)
Temporary facilities--tenting	\$ 2,000	Chief Stock to coordinate
Drop Box	\$ -	Furnished by City
Utilities	\$ -	Furnished by City
Concrete/Epoxy		
Blast/Grind slab, apply epoxy flooring	\$ 58,629	Stonhard Quote dated 9/16/2019
Specialties/Finishes		
Remove affected cabinets, benches, plumbing fixtures, washer/dryer, air compressor; return and reseal. Remove and replace all affected rubber base.	\$ 6,300	Lloyd Construction
Restripe Apparatus Bay Floor using tape	\$ <u>1,925</u>	Stonhard quote
Subtotal	\$ 73,854	
Contingency	\$ <u>6,006</u>	Approx 8%
TOTAL	\$ 79,860	Baldwin Payment Amount