



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.

OCTOBER 1, 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. Consent Agenda: The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.
 - 5.1 Amended City Council Minutes, August 20, 2019 Pages 1-8
 - 5.2 City Council Minutes, September 17, 2019 Pages 9-18
 - 5.3 Financial Report Ending August 31, 2019 Pages 19-40

Action Required: Motion to Accept the Consent Agenda
6. Old Business:
 - 6.1 Water/Sewer Charges Adjustment Pages 41-42
Action Requested
 - 6.2 Niederberger Road Storm Water Improvement Pages 43-48
Action Requested
7. New Business:
 - 7.1 No Parking Request - Fifth Street at Post Office Pages 49-52
Action Requested
 - 7.2 Storm Water Drainage Report Pages 53-64
Discussion
 - 7.3 Red Hills Drive Shared Water Line Pages 65-74
Action Requested
 - 7.4 Public Works Summer Report Pages 75-76
Discussion
 - 7.5 Disposal of Tree and Brush Trimmings Pages 77-80
Action Requested

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.

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

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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

An Executive Session was added to the agenda 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.

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. Svicarovich 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. Svicarovich 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.

Executive Session

The City Council entered Executive Session at 8:11 P.M. 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. Executive Session ended at 8:30 P.M. and the Council did reconvene immediately following.

C.A. Daykin informed that there was a request from the tenant of Andy Wilder's building (located at 992 Hwy 99W) who had requested suspension and perhaps credit of water/sewer payments made for services that were not able to be delivered to that tenant. The consensus of Council was that City Staff look into the matter; Staff will be following up with the City attorney's office to further pursue this issue (including the tenants concerns) with the insurance

company representing the contractor. C.A. Daykin indicated that he will provide an update an update to the tenant.

The meeting was adjourned at 8:32 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

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City of Dundee
City Council Meeting Minutes
September 17, 2019

Call to Order

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

Council and Staff Attendance

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

Public Attendance

Andy Wilder, 11995 NE Worden Hill Road; Jill Bilka, 740 SW Graystone Place; Chris Hege, 18700 Riverwood Road; Bert Hanifan; Bud & Linda Holtgreve, 623 SW 5th Street; Shanna Dixon, 685 SW 5th Street; David Dixon; Michael Humm, P.E., Kennedy/Jenks; Cory Burlingame; and Ryan Thomas.

Agenda Changes

None.

Public Comment

Andy Wilder, 11995 NE Worden Hill Road, approached Council and reviewed that his property located at 992 Highway 99W has not had a working sewer lateral since December 2018. He reviewed that on December 10, 2018; his tenants contacted him and indicated that the sewer was plugged up. Wilder explained that Mr. Rooter provided a service call to his property on December 11th and indicated that there was an obstruction in the sewer lateral which was caused by a fracture in the pipe. Wilder informed that he notified C.A. Daykin of the issue that day. Since that time, Wilder explained, he has contacted K&E Excavating (one of the contractors for the highway improvements project) who indicated that the work was actually performed by Weitman Excavating. Wilder discussed that he contacted Weitman Excavating and their insurance adjusters. Additionally, Wilder noted that he spoke with the Dundee City insurance adjuster, who in his opinion has done absolutely nothing to rectify the situation; the adjuster indicated that a claim has been filed and that it is up to the contractors to decide who is responsible for the damage. Wilder expressed frustration that no one will claim responsibility for the damage to his sewer lateral and that it has been 10 months since this issue was discovered and noted that his tenants are now moving out. He informed that he has spent \$18,000 of his own money to research and repair the problem and asked City Council for suggestions about how he should proceed moving forward, or if there is any information they can provide to him about any research which might have been done.

M. Russ explained that City Council is unable to answer his question as it is not a task which they would complete. Wilder also expressed frustration that though his tenant has not received sewer service for 10 months, the City has been billing his tenant continuously for water/sewer service. C.A. Daykin discussed that the City has forwarded Mr. Wilder's issue to their insurance provider (CIS) and they have provided that claim to the contractor who completed the work for their response. Additionally, C.A. Daykin explained that he requested legal review of the issue; the City Attorney does plan to update City Council later at this meeting. Additional detailed discussion ensued. Wilder reviewed the details surrounding the locations where he believes his sewer lateral is damaged. M. Russ pointed out that the property owner is responsible for the

sewer lateral up to the connection to the sewer main. Wilder continued to express frustration about the situation at hand and conversation ensued. M. Russ acknowledged Wilder's frustration and offered to provide information as it becomes available.

Jill Bilka, 740 SW Graystone Place, introduced herself and asked for Council's support to amend the Transportation Plan to remove the requirement of a street connecting Graystone Drive to Fifth Street. She explained that with the Sander Estate property now being developed into a park, it doesn't seem fitting for a Street to serve a good purpose in that location. Bilka voiced support that the land in this area would be better served to be used for additional park space; and voiced support for the funds that would have been used by CPRD to develop the road to instead be put back into the park and to improving the land in a way that fits the space present.

C. Svicarovich inquired as to what the process would be to amend the City's TSP and suggested that this item be added as an agenda item for a future City Council meeting. C.A. Daykin explained that the process would be a Type V legislative process initiated by City Council to amend the Comp Plan. He explained that to amend the TSP, generally it is necessary to hire a transportation consultant to review that so there will be a Plan which will be accepted by the State when changes are made. C.A. Daykin discussed that there would be some expense involved with this process and explained that more detailed information could be provided at a future meeting if desired by City Council.

Bilka voiced support of additional discussion on the matter. She pointed out that, in her opinion, investing a little bit of money to change the plan would be beneficial when compared with the purpose it would serve. She also discussed her belief that given the space and the roads near it, it wouldn't be a highly utilized street; funds being spent to change it in the short-term would end up benefitting the community more in the long-term.

Shanna Dixon, 685 SW 5th Street, introduced herself to Council and voiced support of Bilka's public comment. She discussed that in her opinion the connecting street between Graystone Drive and Fifth Street wouldn't add a lot of value, but would detract from the City of Dundee. She inquired about the transportation plan and whether it is pedestrian oriented or just roads; Council clarified that it is inclusive of both. Dixon inquired about whether bike lanes were provided for in this area to which C. Svicarovich explained her belief that there would not typically be bike lanes in a local cross-section; typically bike lanes are only added on collector and arterial roadways and not on a local street. Dixon discussed her opinion that continuity for pedestrians and bicycles adds more value than the road. She offered additional discussion with regard to the importance of this type of access in nearby cities as well.

Chris Hege, 18700 Riverwood Road, read a prepared statement into record with regard to the property that he and his wife recently sold at 1067 SW Falcon Crest Drive. A copy of Hege's statement was added to the agenda packet materials. Hege explained that when BlackRock Underground was done with the repair work, they requested that Dundee Public Works inspect the job, which they refused to do. Hege explained that subsequently BlackRock incurred additional costs associated with renting steel plates to cover the hole overnight until the next day when the City of Newberg came to do the inspection. Hege expressed disappointment with the professionalism of the City of Dundee Public Works being unwilling to complete the inspection. He offered to provide Council with photos of the repair as well as pre and post-scope sewer scope photos, including receipts, from the repair work done. C. Crawford inquired about whether the City is responsible for completing these type of inspections to which C.A. Daykin explained that there was not a permit taken out from the City for the right-of way portion of the project. He explained that there are two different regulations covering the extent of the sewer system. He discussed that the private portion (up to the property line) falls under the building code and the

plumbing inspector would inspect this portion; the City would inspect the portion in the public right-of-way though a permit would need to be obtained from the City for that work. C.A. Daykin clarified that inspections of public infrastructure are done by City crews.

Linda Holtgreve, 623 SW 5th Street, introduced herself and explained that she is present tonight in support of Bilka's public comment with regard to the potential street between Graystone Drive and Fifth Street. She informed that she resides on Fifth Street in the immediate area. Holtgreve voiced that she doesn't see a need or the reason behind the construction of a Street in this location. She inquired as to whether the placement of a Street in this location could be readdressed and reviewed to determine whether it really is a necessary need for the betterment of the community. M. Russ explained that the TSP was developed years ago and is a plan for the City as it develops. Holtgreve requested that the discussed Street be reassessed.

Presentation: 2020 Federal Census

James Graham, Partnership Specialist, U.S. Census Bureau, introduced himself and provided a Powerpoint presentation, a copy of which was added to the meeting agenda materials. He discussed that his role is to visit local communities, local governments and community organizations that have influence in the community; they are seeking to achieve a complete and accurate census. Graham discussed the reasons that a census is done and why it is important. He pointed out that the results from the census are the foundation of funding for services. Graham discussed that the census is easy and is composed of ten questions for each person living in a household; an average size household can plan to spend a half an hour or less answering the questions. He discussed the four ways that people are invited to respond to the census. Graham discussed that this will be the first census where there is an internet self-response option; this option will go soft live on March 12, 2020, and they are hopeful that over half of Americans will use this cost-effective self-response medium to answer the census. If no response is received after 3-5 pieces of mail have been sent to an address, a paper form will be provided for completion of the census. If this paper form is not received, an enumerator will respond in person to collect the data. Graham pointed out that the census is safe, private and confidential; personal identifying information is protected and safe from any government agency, including law enforcement, at the Federal, State or local level and personal identifying information will not be shared. He discussed some of the challenges associated with taking an accurate census and explained that the homeless, migrant immigrant populations and young children can be difficult to recognize because they are under the radar, invisible or have no voice. Graham discussed the importance of those persons being counted as they are using services and resources in their local communities.

C. Adlong expressed concerns with regard to the security of the online option for completing the 2020 U.S. Census, and inquired about what kind of systems are in place to ensure that the results are accurate without a paper trail. Graham discussed that the government is working with the biggest and best internet security and internet technology companies, of which Microsoft is one of the primary vendors standing up that system. He was unable to address the question pertaining to the lack of a paper trail; he is also unaware if there will be a verification email or document which will be sent back to the user. Graham explained that the online system is still being developed and is not live yet. He did point out that security is paramount importance; up to this point the census data has not been hacked.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 6.1 City Council Minutes, August 20, 2019, Item 6.2 Financial Report Ending July 31, 2019, Item 6.3 Proclamation – 2020 Census, and Item 6.4 OLCC Liquor License Application, Willamette Picnic, LLC. **The motion** passed unanimously.

Old Business

MBR Manual Clean Bids

Michael Humm, P.E., Kennedy/Jenks, provided a status update and recommendation regarding the dewatering of the MBRs at the wastewater treatment plant as described his letter dated September 5, 2019. Humm reviewed their recommendation in detail and discussed the single contractor bid received for the project from R.L. Reimers Company. He explained that this is the same contractor who completed similar work back in 2017. Humm discussed that they are proposing to begin work next Wednesday, September 25, 2019, and they expect the work to take 1 to 1 ½ weeks to complete. Humm expressed concern about the present rainy conditions and supported completing the work as soon as possible. M. Russ inquired as to whether Kubota presently has the replacement cartridges in stock to which Humm explained that they are 2-3 days out of Seattle; the City also has 1-2 dozen cartridges on-hand.

C. Adlong inquired as to whether the amount of clogging being seen would be expected by this time to which Humm explained that the amount is more excessive than what would be expected. Humm discussed some of the potential causes for this as well as described three possible changes which could be implemented to help manage the issues. One potential change is with regard to evaluating the frequency of air cleanings, the second concern which could be addressed is with regard to the clean in place events, and the third is to evaluate the solids inside of the basin. Humm explained that Kubota has discovered that waste streams in the U.S. are different than what they are in Japan; they are more fibrous. He discussed that due to that issue the fibers tend to conglomerate and build up fouling; they have started to see fouling in the U.S. more than expected. With regard to the third solution, Humm explained that they will look at the perforation sizes on the influent screens; detailed discussion ensued. Decreasing from a 3mm screen to a 2mm screen could potentially help. C. Adlong inquired about whether these issues have anything to do with the discharge from the wineries to which Humm explained that this is not an issue related to the wineries.

A **motion** was made and seconded to accept the quote in the amount of \$13,475 from R.L. Reimers Company for removal and re-installation of membrane cassettes. **The motion** passed unanimously.

Fire Station Repairs

C.A. Daykin provided Council with two pieces of updated information for their meeting agenda packet. He explained that following City Attorney review, some verbiage changes were made to Amendment No. 1; the contractor has signed it and they are anxious to take this action with the City. C.A. Daykin explained that the second piece of information provided is a budget which was prepared by the City's consultant, Jim Omundsen, and details the various costs associated with completing this project; discussion ensued. C.A. Daykin explained that there may also be additional costs not specifically identified in this budget. He discussed that the City has also incurred additional legal fees in reviewing the various proposals as well as ongoing legal fees in moving forward with the City being the contracting agency now (and not relying on Baldwin to perform this work). It was noted that the \$6,006 showing as contingency will likely be consumed by these other costs. C.A. Daykin did point out that it does seem that the City can bring the project within the funds that are being provided by Baldwin. He also pointed out that the City has spent over \$7,000 since May 2019 trying to get Baldwin to comply with the requirements; it wasn't until recently that he provided the City with the appropriate work approach from Stonhard that met the requirements and then proposed he would provide the City the money to complete the project and no longer be responsible.

C. Svicarovich inquired about a timeframe for completion of the project as well as expressed concerns about the Fire Department apparatuses being required to be outside during the process. C.A. Daykin explained that the bays will have to be open to the contractor for about five days, though there will also be prep work before and after. It was noted that the Chief may be considering container storage or other means for storing some of the equipment. C. Crawford inquired about how soon this work will be completed to which C.A. Daykin explained that the City will have to go through a process to award the contract (now that the City is the contracting agency and not Baldwin contracting) and to accept the bid price from Stonhard; if the City is to dispense with competitive bidding a public notice must be put out, a resolution passed and then waiting for two weeks following the notice. Award is anticipated for the Council meeting on October 15, 2019. Though a start date is presently not known, C.A. Daykin explained that the City will be working with Stonhard to keep them apprised of the planned course of action. Though Baldwin has agreed to pay the City \$79,860 by September 24, 2019, the timeline for the completion of the work is dependent upon them following through on this agreement.

C. Weaver inquired as to whether there are concerns relating to surface temperature at this time to which C.A. Daykin explained that the Chief assured Jim Omundsen that he could maintain adequate temperatures in the bays where the work will be performed. A **motion** was made and seconded to authorize the city administrator to execute Amendment No. 1 to the Mutual Settlement Agreement with Baldwin General Contracting, Inc. C. Svicarovich pointed out the potential challenges associated with keeping the bays at an adequate temperature while also allowing appropriate ventilation in the bays. C.A. Daykin indicated that he will share that concern; he is unsure whether this is an issue of concern for the project or not. **The motion** passed unanimously.

Highway 99W Street Light Project Update

C.A. Daykin explained that his agenda report provides an update to the Highway 99W Street Light project. He discussed that though the City did try to pursue Option B through PGE, it was determined that the street light bases and some of the other facilities that were installed did not meet PGE standards; it would be cost prohibitive to make the required changes at this time. C.A. Daykin discussed the details of Option C, as outlined in his report, and referenced the cost breakdown provided on page 56. C. Crawford stressed the importance of using 3000 kelvin bulbs moving forward. C.A. Daykin explained that the three light bases that were installed in the 2014 fire station construction project are different than the bases that were installed in 2017; the 2014 bases were poured in place using a specific design. C.A. Daykin noted that there are no as-built drawings and no information available pertaining to them, so the solution would be for the City to remove those bases and replace them. M. Russ inquired as to whether PGE changed the requirements between the time those bases were installed and now. C.A. Daykin explained that prior to April 2019 this was not an option, but only because PGE changed the street light tariff to offer LED lights under Option B that it became an option for the City; the City engineering was designed for a different light fixture that City Council selected and was different than the PGE-approved list of materials and is no longer available.

C. Svicarovich referenced information about potentially using the meters for other services, including ornamental Christmas-type fixtures. She requested that when the cabinet is designed, it be equipped with extra circuits so that the City will have the ability to do that. C.A. Daykin affirmed that DKS is aware of that information though he himself is unaware of the specific technical requirements. Discussion ensued and C.A. Daykin pointed out that one additional item being reviewed is the possible use of radar speed readout signs, which is something that City Council has previously voiced an interest in. It was noted that electrical outlets will be incorporated into the poles. C. Crawford inquired about 5G radio antennas, which is another feature which could be useful on the street poles if there is enough power to run a 5G antenna; it

could also be another revenue source for the City in the future. C.A. Daykin indicated that he had no information pertaining to potential 5G radio antennas. Discussion ensued and C. Svicarovich explained that most cities that are adding 5G are requiring the agency who places the equipment to complete structural calculations and/or upsize structural requirements in order to accommodate their equipment on public infrastructure. Detailed conversation ensued and C. Svicarovich discussed that in her opinion she is not sure whether it's in the City's best interest to try to design for that option; an interested agency would come in and bring things up to operational if they desired to attach their equipment.

C. Adlong inquired about the street lights present now and asked if burned out bulbs are being replaced with 3000 K bulbs at this time. C.A. Daykin confirmed that they are indeed being replaced with 3000 K bulbs. He explained that the street light fixtures originally installed back in 2013 or 2014 are no longer available. C. Adlong noted that there is a street light burned out presently at the top of Upland Drive at Red Hills Drive which C.A. Daykin made note of and will have it addressed. C.A. Daykin also explained that once the City installs the new lights on the Highway, the high pressure sodium lights that are there now will be removed at a cost to the City; originally the City was going to be charged a depreciated value of the cost, but now that PGE have indicated that they will be able to reuse the lights at other locations there will be a modest cost of around \$2,200.

C. Crawford inquired as to why the banners on Highway 99W that he previously requested be removed have not yet been taken down. C.A. Daykin explained that Public Works Staff have been very busy working on higher priority projects though the task is on their list.

New Business

Resolution No. 2019-11, Disability Policy Amendment

C.A. Daykin discussed that the amendment is to correct an oversight to the Disability Policy in the Dundee Employee Handbook. He explained that the policy was discussed with the City Attorney as well as CIS, who provided initial review of the Employee Handbook. He explained in detail the changes to the Disability Policy as outlined in his agenda report; this amendment to the policy will help provide more clarity. **A motion** was made and seconded to approve Resolution No. 2019-11, a resolution amending the employee handbook. **The motion** passed unanimously.

Parks Advisory Committee Appointment

C.A. Daykin explained that, if appointed, Kristin Gorton would fill the last vacancy on the Parks Advisory Committee. **A motion** was made and seconded to appoint Kristin Gorton to the Parks Advisory Committee. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford inquired about what the plans are with regard to Ninth Street and Red Hills Drive. He discussed some of the effects that the recent heavy rainstorms have had in this area. C.A. Daykin stated City Staff will be providing information to Council at a future date with regard to the damage from the storm as well as potential fixes for the long-term. He explained that an inventory of all damage has been done for all of the facilities, and noted that there are significant concerns with regard to a couple of different areas. Additionally, he explained that at this time the City Engineer is on vacation until next week and that he himself will also be on vacation until mid-week. C.A. Daykin discussed that the intent will be to bring back the information to Council at one of the October meetings. Discussion ensued with regard to ditch work which will begin on Ninth Street soon; flaggers will be required.

C. Svicarovich proposed adding an agenda item to a future Council meeting agenda to discuss the processes and steps involved with amending the TSP with regard to the local street connection between Graystone Place and Fifth Street. The consensus of Council was to move forward with this idea and C.A. Daykin indicated that some research can be done and provided to Council. M. Russ requested information be provided on ballpark costs associated with the potential amendment as well. C. Svicarovich shared that her thought was Chehalem Park & Recreation District (CPRD) potentially championing the process as they would be ultimately responsible for the addition of the Street. C.A. Daykin explained that he would like to discuss the issue with the City Planner as well as the City Attorney; conversation ensued. C. Crawford discussed in detail a similar situation which occurred previously at Fortune Park. M. Russ pointed out that Sander Estate Park will also need some parking; there are many places where there are parking lots which serve as street connections as well, though are not necessarily used as a through street. C.A. Daykin voiced support of C. Atty Tim Ramis assisting with this matter given his experience with land use issues.

C. Weaver praised the efforts of the Public Works Staff for their efforts with regard to post-storm clean-up in the City of Dundee.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that there was another annual spreading of cow manure in the farm fields of the Riverside area. He explained that he received three separate complaints from nearby residents who felt this was not an appropriate practice in the City. C.A. Daykin informed that he provided background information regarding the property to those with complaints and explained that the farmer does have the right from a land use process. He also discussed that if City Council were interested in looking at this more closely, thought could be given to see if a nuisance regulation might be something to consider. It was noted that this is a common farm practice; there is land actively being farmed in the City limits. C.A. Daykin discussed that he did visit the site with Chuck Simpson, Public Works Superintendent, when they were actively spreading and did not find the odor offensive; the wind was blowing in his direction and he was approximately 6 feet away from the spread of the liquid material. Though he did not find the odor terrible, C.A. Daykin did recognize that others may perhaps be more sensitive to it and described the application process.

C.A. Daykin discussed the slurry seal bids that the City received earlier this year. He informed that the contractor hired for this work (Paving NW) contacted the City approximately two weeks ago and said they are really running into crunch time and are concerned about weather. C.A. Daykin discussed that City Staff executed a contract for that project but they won't begin work until June of next year (after school is out at the earliest); the City was provided a \$10,000 discount on the price.

C.A. Daykin discussed that CPRD will be having their next Board meeting on Thursday, September 26, 2019. He noted that he and C. Adlong are planning to attend the meeting. C.A. Daykin explained that information was shared at a prior Parks Advisory Committee meeting about CPRD providing a scope of service to the architect for the design and development of Billick Park; C.A. Daykin and C. Adlong voiced their desire that the Board understands and are taking into consideration the input they have received from the citizens of Dundee.

C.A. Daykin informed that the Viewmont Trail has been paved. Soon Public Works crews will begin work on the playground area; the excavation is expected to be completed this week. C.A.

Daykin explained that next Public Works crews will follow up with the manual clean of the MBRs. C. Crawford inquired about any potential additional costs which might have been incurred for the trail paving as a result of the storm beforehand. C.A. Daykin confirmed that no additional costs were incurred; the area had already been prepped. C.A. Daykin discussed that H&H is the contractor for the Viewmont Trail; they are also the contractor who completed the paving work in the City though they still have yet to complete work related to spot repairs and dig outs. The City will still be working with H&H on completing that project before the end of the season.

C. Crawford inquired as to whether work has yet begun on the Dundee Community Center parking lot. C.A. Daykin confirmed that work has begun on the project. He explained that the contractor they hired is giving them a fairly decent deal and trying to work with them while understanding their limitations, but the contractor is also working on their schedule; they are working on the Community Center project on the weekends. C.A. Daykin explained that he met with the Dundee Women's Club President, Jan DeWitt, and discussed with her the process and coordinating that with the City in terms of reimbursement; he noted his belief that they have a good understanding moving forward.

C. Crawford inquired about the property formerly known as the Bag Connection. He noted that a lot of trees and debris have been removed. C.A. Daykin voiced that the City has not received any information pertaining to these changes.

Public Comment

Chris Hege, approached Council for a second time with regard to his previous public comment. He inquired as to whether any of his questions will be answered, and what the process would be to file a request for reimbursement of the sewer repair costs he incurred for his lateral. M. Russ voiced that it is his belief that there is not sufficient information at this body to answer all of Hege's questions. It was suggested that the records he is seeking may be available at the City. C.A. Daykin discussed that the regulation in place at this time is that the property owner is responsible for their sewer lateral all of the way to the main; other property owners have had to adhere to this in the past. Hege referenced his questions pertaining to prior inspection of the road when it was the City's responsibility to maintain the laterals. C.A. Daykin indicated that the City Engineer, who is absent tonight, would better be able to answer Hege's questions. He did explain that essentially the responsibility is not the City's with regard to the performance of the work; it is the responsibility of the Developer. C.A. Daykin explained that the City does courtesy inspections; spot inspections are done to ensure that they are apparently meeting standards. If it were detected that standards weren't being met the City would act upon it immediately, but if the City doesn't see something that is wrong it is not the City's responsibility. Hege suggested that it would be in the best interest of the City to perform those inspections, especially prior to the Code change in 2013. C.A. Daykin could not offer comment on the extent of the inspections completed in the course of subdivision construction. C.A. Daykin explained the practice when developers enter into a development agreement with the City; they are supposed to notify the City when certain components of the infrastructure have been completed and are ready for inspection. C.A. Daykin noted that the City Engineer completes those inspections which presumably were the same process during that time period. Hege inquired about whether there was any reduction of sewer fees or discussion of such when the Code change was made. With regard to fees, C.A. Daykin explained that at the time that a policy was adopted, the City did not see many private sewer inspections taking place. C.A. Daykin discussed that this did take place earlier on a private street that was brought to the City's attention and explained that City Council did meet in special session in dealing with it; the determination was made that it was not the City's responsibility because it was in a private street. He explained that discussion continued on the overall policy which is when subsequently later in the year Council changed the policy to make it the

responsibility of the property owner that the sewer lateral is serving all of the way to the main. It was noted that during that time period this was something which was becoming more common with cities. C.A. Daykin discussed that when speaking recently with the City Manager for McMinnville, Jeffery Towery, he indicated that this is becoming more the common practice now. C.A. Daykin also explained that the City of Newberg does accept the responsibility, but in the case of something of what Mr. Hege was describing (a "sag") they would not necessarily repair it as long as it is functioning, though they may note the issue.

Hege discussed that if his sewer lateral wasn't properly inspected, then essentially the City is shifting the responsibility to the homeowner. C.A. Daykin clarified that it never was the City's responsibility; the street construction and the infrastructure construction was the responsibility of the developer. He explained in detail the process by which the developer is the engineer for the project; they report back to the City that they met all of the City standards and certify the information with their stamp, and provide the as-built drawings. Hege again inquired about what the process would be for filing a formal request for some or all of the funds for his sewer repair. C.A. Daykin discussed that there is no process; if there is some sort of claim that the City was somehow negligent in causing this, then it would be up to Hege to file some sort of claim against the City, though there is no process for the City to reimburse Hege for costs that he had incurred for maintaining his sewer lateral which the regulation requires him to maintain.

Executive Session

The City Council entered Executive Session at 8:25 P.M. 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. Executive Session ended at 9:43 P.M. and the Council did not reconvene.

The meeting was adjourned at 9:42 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder

CITY OF DUNDEE
Statement of Activities
From 7/01/2019 Through 6/30/2019

UNAUDITED

General Fund	Street Fund	Street CIP Fund	Street Reserve Fund	State		Equipment Reserve Fund	Parts Fund	Tourism Fund	Fire Station		Bonded Debt Fund	Water Fund	Water CIP Fund	Sewer Fund	Sewer CIP Fund	Storm Water Fund	Storm Water CIP Fund	Total
				Revenue	Sharing				Constr	Fund								
21,399	4,988	-	-	-	-	-	-	14,712	-	-	2,388	-	-	-	-	-	-	43,488
14,657	-	9,377	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,034
7,083	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,083
15,013	36,480	-	-	7,629	-	-	-	-	-	-	-	-	-	-	-	-	-	59,122
37,232	-	-	-	-	-	-	-	-	-	-	-	139,246	6,349	6,016	17,562	2,436	-	422,432
12,878	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,878
3,253	201	1,074	174	11	3,206	28	490	228	76	758	2,225	341	14,317	-	-	-	14,317	
111,514	41,670	10,451	174	7,640	3,206	28	15,202	228	2,465	2,465	8,145	214,350	8,145	8,241	17,636	2,777	583,353	
Expenditures																		
117,383	9,409	-	-	-	-	-	-	-	-	-	-	36,734	-	32,542	-	5,089	-	201,158
111,058	23,678	-	-	334	-	334	3,076	1,472	-	50,727	-	46,256	2,109	3,451	-	-	-	240,052
-	-	3,442	-	6,308	-	1,212	-	-	-	-	-	6,850	-	-	1,361	-	-	21,282
-	-	20,373	-	-	29,314	-	-	-	-	-	-	-	-	-	-	-	-	49,687
228,441	33,087	23,815	-	6,308	29,314	1,546	3,076	1,472	-	83,269	-	89,840	2,109	8,540	1,361	-	-	512,179
(116,927)	8,582	(13,364)	174	1,332	(26,108)	(1,518)	12,126	(1,244)	2,465	131,082	8,241	49,786	6,036	9,095	1,416	-	-	71,175
Other Financing Sources (Uses)																		
17,373	-	-	-	-	-	-	-	-	-	(6,694)	-	-	-	55,500	-	-	-	(0)
(99,553)	8,582	(13,364)	174	1,332	(26,108)	(1,518)	12,126	(1,244)	2,465	64,902	63,741	43,092	6,036	9,095	1,416	-	-	71,175
Beginning Fund Balance																		
609,933	44,770	295,229	44,765	2,051	854,135	8,302	116,093	60,214	17,810	159,361	514,092	12,700	326,245	87,912	89,328	3,215,593	-	-
510,380	53,353	281,865	44,939	3,383	828,026	6,785	128,219	58,970	20,275	224,263	577,833	21,795	332,281	89,328	89,328	3,285,768	-	-

City of Dundee

Statement of Revenue & Expenditures
General Fund - 001
From 8/01/2019 Through 8/31/2019

UNAUDITED

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	8,922	21,399	729,500	97.07%	708,101
Franchise Fees	14,657	14,657	149,900	90.22%	135,243
Licenses & Permits	6,668	7,083	73,800	90.40%	66,717
Intergovernmental Revenue	10,148	15,013	181,700	91.74%	166,687
Charges for Services	19,437	37,232	231,800	83.94%	194,568
Fines & Forfeitures	7,124	12,878	56,000	77.00%	43,122
Miscellaneous Revenue	1,224	3,253	17,500	81.41%	14,247
Total REVENUE	<u>68,179</u>	<u>111,514</u>	<u>1,440,200</u>	<u>92.26%</u>	<u>1,328,686</u>
EXPENDITURES (by Department)					
01 - Admin / Finance	40,189	67,731	397,100	82.94%	329,369
02 - Court	1,200	4,881	26,700	81.72%	21,819
03 - Communit Devlopment	8,372	12,728	141,600	91.01%	128,872
04 - Police Department	50,880	50,880	519,100	90.20%	468,220
05 - Fire Department	52,313	92,221	519,000	82.23%	426,779
Total EXPENDITURES	<u>152,953</u>	<u>228,441</u>	<u>1,603,500</u>	<u>85.75%</u>	<u>1,375,059</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>(84,774)</u>	<u>(116,927)</u>	<u>(163,300)</u>	<u>28.40%</u>	<u>(46,373)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	9,266	17,373	96,600	82.02%	79,227
Transfers Out	0	0	0	NA	0
Other Uses	0	0	(80,000)	100.00%	(80,000)
Total OTHER FINANCING SOURCES (USES)	<u>9,266</u>	<u>17,373</u>	<u>(40,000)</u>	<u>143.43%</u>	<u>(57,373)</u>
NET CHANGE IN FUND BALANCE	<u>(75,508)</u>	<u>(99,553)</u>	<u>(203,300)</u>	<u>51.03%</u>	<u>(103,747)</u>
BEGINNING FUND BALANCE	585,887	609,933	603,200	1.12%	6,733
ENDING FUND BALANCE	<u><u>510,380</u></u>	<u><u>510,380</u></u>	<u><u>399,900</u></u>	<u><u>27.63%</u></u>	<u><u>110,480</u></u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Admin/Finance - 01
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	14,813	28,714	176,800	83.76%	148,086
Personnel Benefits	8,969	17,194	104,000	83.47%	86,806
Total Personnel Services	<u>23,782</u>	<u>45,907</u>	<u>280,800</u>	<u>83.65%</u>	<u>234,893</u>
Materials & Services					
Supplies	697	810	4,200	80.71%	3,390
Professional Services	3,266	4,848	58,100	91.66%	53,252
Contractual Services	110	220	1,300	83.05%	1,080
Travel & Training	464	2,361	11,100	78.73%	8,739
Insurance	9,876	9,876	9,600	-2.88%	(276)
Regulatory Requirements	21	21	800	97.34%	779
Utilities	367	926	6,600	85.97%	5,674
Repairs & Maintenance	165	560	9,400	94.05%	8,840
Other Materials & Services	1,441	2,201	12,400	82.25%	10,199
Total Materials & Services	<u>16,407</u>	<u>21,824</u>	<u>113,500</u>	<u>80.77%</u>	<u>91,676</u>
Capital Outlay	0	0	2,800	100.00%	2,800
Total ADMIN/FINANCE EXPENDITURES	<u><u>40,189</u></u>	<u><u>67,731</u></u>	<u><u>397,100</u></u>	<u><u>82.94%</u></u>	<u><u>329,369</u></u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Court - 02
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	844	1,565	10,300	84.80%	8,735
Personnel Benefits	356	1,003	8,800	88.61%	7,797
Total Personnel Services	<u>1,200</u>	<u>2,568</u>	<u>19,100</u>	<u>86.56%</u>	<u>16,532</u>
Materials & Services					
Supplies	0	0	200	100.00%	200
Professional Services	0	1,773	2,300	22.90%	527
Contractual Services	0	498	3,300	84.91%	2,802
Travel & Training	0	0	1,100	100.00%	1,100
Other Materials & Services	0	42	700	94.03%	658
Total Materials & Services	<u>0</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>1,200</u></u>	<u><u>4,881</u></u>	<u><u>26,700</u></u>	<u><u>81.72%</u></u>	<u><u>21,819</u></u>

City of Dundee
Statement of Revenue & Expenditures
General Fund - 001 Community Development - 03
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	996	1,849	12,200	84.85%	10,351
Personnel Benefits	830	1,593	10,400	84.68%	8,807
Total Personnel Services	<u>1,826</u>	<u>3,442</u>	<u>22,600</u>	<u>84.77%</u>	<u>19,158</u>
Materials & Services					
Supplies	0	80	500	84.00%	420
Professional Services	3,136	5,796	61,000	90.50%	55,204
Contractual Services	3,410	3,410	36,000	90.53%	32,590
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>6,546</u>	<u>9,286</u>	<u>119,000</u>	<u>92.20%</u>	<u>109,714</u>
Total COMMUNITY DEVELOPMENT EXPENDITURES	<u><u>8,372</u></u>	<u><u>12,728</u></u>	<u><u>141,600</u></u>	<u><u>91.01%</u></u>	<u><u>128,872</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Police Dept - 04
 From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Materials & Services					
Contractual Services	50,880	50,880	519,100	90.20%	468,220
Total Materials & Services	<u>50,880</u>	<u>50,880</u>	<u>519,100</u>	<u>90.20%</u>	<u>468,220</u>
Total POLICE DEPT EXPENDITURES	<u><u>50,880</u></u>	<u><u>50,880</u></u>	<u><u>519,100</u></u>	<u><u>90.20%</u></u>	<u><u>468,220</u></u>

City of Dundee

Statement of Revenue & Expenditures
 General Fund - 001 Fire Dept - 05
 From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
EXPENDITURES					
Personnel Services					
Salaries & Wages	18,627	39,214	236,700	83.43%	197,486
Personnel Benefits	14,920	26,252	155,900	83.16%	129,648
Total Personnel Services	33,547	65,466	392,600	83.33%	327,134
Materials & Services					
Supplies	1,083	1,559	16,000	90.26%	14,441
Professional Services	0	0	800	100.00%	800
Contractual Services	0	6,137	25,400	75.84%	19,263
Travel & Training	0	138	2,100	93.45%	1,963
Insurance	16,723	16,723	17,400	3.89%	677
Regulatory Requirements	165	200	7,500	97.33%	7,300
Utilities	747	1,762	17,900	90.15%	16,138
Repairs & Maintenance	21	207	13,000	98.41%	12,793
Other Materials & Services	28	29	300	90.37%	271
Total Materials & Services	18,766	26,755	100,400	73.35%	73,645
Capital Outlay	0	0	26,000	100.00%	26,000
Total FIRE DEPT EXPENDITURES	52,313	92,221	519,000	82.23%	426,779

City of Dundee
Statement of Revenue & Expenditures
Street Fund - 110
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	2,478	4,988	29,000	82.80%	24,012
Intergovernmental Revenue	14,927	36,480	240,000	84.80%	203,520
Miscellaneous Revenue	102	201	1,500	86.59%	1,299
Total REVENUE	<u>17,506</u>	<u>41,670</u>	<u>270,500</u>	<u>84.60%</u>	<u>228,830</u>
EXPENDITURES					
Personnel Services	3,569	9,409	42,400	77.81%	32,991
Material & Services					
Supplies	1,065	1,296	4,200	69.15%	2,904
Professional Services	3,226	3,906	9,000	56.60%	5,094
Travel & Training	0	0	500	100.00%	500
Insurance	1,895	1,895	1,900	0.26%	5
Regulatory Requirements	0	0	100	100.00%	100
Utilities	2,020	4,109	23,800	82.73%	19,691
Repairs & Maintenance	1,014	8,682	115,900	92.51%	107,218
Interfund Services	1,892	3,783	19,600	80.70%	15,817
Other Materials & Services	0	6	200	97.13%	194
Total Materials & Services	<u>11,112</u>	<u>23,678</u>	<u>175,200</u>	<u>86.49%</u>	<u>151,522</u>
Total EXPENDITURES	<u>14,681</u>	<u>33,087</u>	<u>217,600</u>	<u>84.79%</u>	<u>184,513</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>2,826</u>	<u>8,582</u>	<u>52,900</u>	<u>83.78%</u>	<u>44,318</u>
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)	<u>0</u>	<u>0</u>	<u>(88,300)</u>	<u>100.00%</u>	<u>(88,300)</u>
NET CHANGE IN FUND BALANCE	<u>2,826</u>	<u>8,582</u>	<u>(35,400)</u>	<u>124.24%</u>	<u>(43,982)</u>
BEGINNING FUND BALANCE	50,527	44,770	43,500	2.92%	1,270
ENDING FUND BALANCE	<u>53,353</u>	<u>53,353</u>	<u>8,100</u>	<u>558.68%</u>	<u>45,253</u>

City of Dundee
Statement of Revenue & Expenditures
Street CIP Fund - 111
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Franchise Fees	9,377	9,377	43,900	78.64%	34,523
Intergovernmental Revenue	0	0	600,000	100.00%	600,000
Miscellaneous Revenue	538	1,074	57,000	98.12%	55,926
Total REVENUE	<u>9,915</u>	<u>10,451</u>	<u>700,900</u>	<u>98.51%</u>	<u>690,449</u>
EXPENDITURES					
Capital Outlay	575	3,442	1,313,000	99.74%	1,309,558
Debt Service	0	20,373	49,600	58.93%	29,227
Total EXPENDITURES	<u>575</u>	<u>23,815</u>	<u>1,362,600</u>	<u>98.25%</u>	<u>1,338,785</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>9,340</u>	<u>(13,364)</u>	<u>(661,700)</u>	<u>97.98%</u>	<u>(648,336)</u>
OTHER FINANCING SOURCES (USES)					
Debt Proceeds	0	0	456,000	100.00%	456,000
Transfers In	0	0	70,000	100.00%	70,000
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>0</u>	<u>526,000</u>	<u>100.00%</u>	<u>526,000</u>
NET CHANGE IN FUND BALANCE	<u>9,340</u>	<u>(13,364)</u>	<u>(135,700)</u>	<u>90.15%</u>	<u>(122,336)</u>
BEGINNING FUND BALANCE	272,525	295,229	248,800	18.66%	46,429
ENDING FUND BALANCE	<u>281,865</u>	<u>281,865</u>	<u>113,100</u>	<u>149.22%</u>	<u>168,765</u>

City of Dundee
Statement of Revenue & Expenditures
Street Reserve Fund - 112
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	86	174	1,100	84.18%	926
Total REVENUE	<u>86</u>	<u>174</u>	<u>1,100</u>	<u>84.18%</u>	<u>926</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>86</u>	<u>174</u>	<u>(44,700)</u>	<u>100.39%</u>	<u>(44,874)</u>
NET CHANGE IN FUND BALANCE	<u>86</u>	<u>174</u>	<u>(44,700)</u>	<u>100.39%</u>	<u>(44,874)</u>
BEGINNING FUND BALANCE	44,853	44,765	44,700	0.14%	65
ENDING FUND BALANCE	<u><u>44,939</u></u>	<u><u>44,939</u></u>	<u><u>0</u></u>		<u><u>44,939</u></u>

City of Dundee
Statement of Revenue & Expenditures
State Revenue Sharing Fund - 122
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Intergovernmental Revenue	7,629	7,629	31,000	75.39%	23,371
Miscellaneous Revenue	6	11	200	94.48%	189
Total REVENUE	<u>7,635</u>	<u>7,640</u>	<u>31,200</u>	<u>75.51%</u>	<u>23,560</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	6,308	6,308	12,700	50.33%	6,392
Total EXPENDITURES	<u>6,308</u>	<u>6,308</u>	<u>27,000</u>	<u>76.64%</u>	<u>20,692</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>1,327</u>	<u>1,332</u>	<u>4,200</u>	<u>68.30%</u>	<u>2,868</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>1,327</u>	<u>1,332</u>	<u>(1,300)</u>	<u>202.43%</u>	<u>(2,632)</u>
BEGINNING FUND BALANCE	2,056	2,051	1,700	20.66%	351
ENDING FUND BALANCE	<u>3,383</u>	<u>3,383</u>	<u>400</u>	<u>745.69%</u>	<u>2,983</u>

City of Dundee

Statement of Revenue & Expenditures

Equipment Reserve Fund - 127

From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	1,579	3,206	37,000	91.34%	33,794
Total REVENUE	<u>1,579</u>	<u>3,206</u>	<u>37,000</u>	<u>91.34%</u>	<u>33,794</u>
EXPENDITURES					
Capital Outlay	0	0	915,000	100.00%	915,000
Debt Service	0	29,314	58,700	50.06%	29,386
Total EXPENDITURES	<u>0</u>	<u>29,314</u>	<u>973,700</u>	<u>96.99%</u>	<u>944,386</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>1,579</u>	<u>(26,108)</u>	<u>(936,700)</u>	<u>97.21%</u>	<u>(910,592)</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	1,579	(26,108)	(853,500)	96.94%	(827,392)
BEGINNING FUND BALANCE	826,448	854,135	853,500	-0.07%	(635)
ENDING FUND BALANCE	<u><u>828,026</u></u>	<u><u>828,026</u></u>	<u><u>0</u></u>	<u><u>NA</u></u>	<u><u>(828,026)</u></u>

City of Dundee
Statement of Revenue & Expenditures
Parks Fund - 131
From 8/01/2019 Through 8/31/2019

	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	13	28	2,600	98.91%	2,572
Total REVENUE	13	28	35,400	99.92%	35,372
EXPENDITURES					
Materials & Services					
Professional Services	0	0	4,000	100.00%	4,000
Repairs & Maintenance	334	334	5,200	93.58%	4,866
Total Materials & Services	334	334	9,200	96.37%	8,866
Capital Outlay	723	1,212	37,500	96.77%	36,288
Total EXPENDITURES	1,056	1,546	46,700	96.69%	45,154
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	(1,043)	(1,518)	(11,300)	86.57%	-9,782
OTHER FINANCING SOURCES (USES)					
Transfers In	0	0	5,500	100.00%	5,500
Total OTHER FINANCING SOURCES (USES)	0	0	5,500	100.00%	5,500
NET CHANGE IN FUND BALANCE	(1,043)	(1,518)	(5,800)	73.83%	-4,282
BEGINNING FUND BALANCE	7,828	8,302	6,100	-36.10%	-2,202
ENDING FUND BALANCE	6,785	6,785	300	-2161.56%	-6,485

City of Dundee
Statement of Revenue & Expenditures
Tourism Fund - 151
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	8,632	14,712	75,800	80.59%	61,088
Miscellaneous Revenue	244	490	13,000	96.23%	12,510
Total REVENUE	<u>8,876</u>	<u>15,202</u>	<u>88,800</u>	<u>82.88%</u>	<u>73,598</u>
EXPENDITURES					
Materials & Services					
Professional Services	0	0	2,500	100.00%	2,500
Contractual Services	3,076	3,076	112,000	97.25%	108,924
Total Materials & Services	<u>3,076</u>	<u>3,076</u>	<u>114,500</u>	<u>97.31%</u>	<u>111,424</u>
Capital Outlay	0	0	80,000	100.00%	80,000
Total EXPENDITURES	<u>3,076</u>	<u>3,076</u>	<u>194,500</u>	<u>98.42%</u>	<u>191,424</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>5,800</u>	<u>12,126</u>	<u>(105,700)</u>	<u>111.47%</u>	<u>(117,826)</u>
NET CHANGE IN FUND BALANCE	<u>5,800</u>	<u>12,126</u>	<u>(105,700)</u>	<u>111.47%</u>	<u>(117,826)</u>
BEGINNING FUND BALANCE	122,419	116,093	110,900	-4.68%	(5,193)
ENDING FUND BALANCE	<u><u>128,219</u></u>	<u><u>128,219</u></u>	<u><u>5,200</u></u>	<u><u>-2365.76%</u></u>	<u><u>(123,019)</u></u>

City of Dundee

Statement of Revenue & Expenditures
 Fire Station Construction Fund - 201
 From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Miscellaneous Revenue	112	228	0	NA	(228)
Total REVENUE	112	228	0	NA	(228)
EXPENDITURES					
Materials & Services					
Professional Services	0	1,472	0	NA	(1,472)
Total Materials & Services	0	1,472	0	NA	(1,472)
Capital Outlay	0	0	0	NA	0
Total EXPENDITURES	0	1,472	0	NA	(1,472)
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	112	(1,244)	0	NA	1,244
NET CHANGE IN FUND BALANCE	112	(1,244)	0	NA	1,244
BEGINNING FUND BALANCE	58,857	60,214	0	NA	(60,214)
ENDING FUND BALANCE	58,970	58,970	0	NA	(58,970)

City of Dundee
Statement of Revenue & Expenditures
Bonded Debt - 310
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Taxes	1,194	2,388	148,000	98.39%	145,612
Miscellaneous Revenue	39	76	1,000	92.39%	924
Total REVENUE	<u>1,233</u>	<u>2,465</u>	<u>149,000</u>	<u>98.35%</u>	<u>146,536</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>1,233</u>	<u>2,465</u>	<u>(1,200)</u>	<u>305.38%</u>	<u>(3,665)</u>
NET CHANGE IN FUND BALANCE	<u>1,233</u>	<u>2,465</u>	<u>(1,200)</u>	<u>305.38%</u>	<u>(3,665)</u>
BEGINNING FUND BALANCE	19,042	17,810	17,600	-1.19%	(210)
ENDING FUND BALANCE	<u><u>20,275</u></u>	<u><u>20,275</u></u>	<u><u>16,400</u></u>	<u><u>-23.63%</u></u>	<u><u>(3,875)</u></u>

City of Dundee
Statement of Revenue & Expenditures
Water Fund - 431
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	75,117	139,246	617,400	77.45%	478,154
Miscellaneous Revenue	200	380	3,400	88.81%	3,020
Total REVENUE	75,317	139,626	620,800	77.51%	481,174
EXPENDITURES					
Personnel Services	15,080	36,734	217,400	83.10%	180,666
Materials & Services					
Supplies	2,770	3,248	12,500	74.02%	9,252
Professional Services	705	2,864	8,600	66.70%	5,737
Contractual Services	488	488	10,000	95.12%	9,512
Travel & Training	0	261	2,300	88.65%	2,039
Insurance	6,502	6,502	5,700	-14.06%	(802)
Regulatory Requirements	520	520	15,500	96.64%	14,980
Utilities	6,811	8,350	46,100	81.89%	37,750
Repairs & Maintenance	6,570	6,820	40,800	83.29%	33,980
Interfund Services	7,767	15,533	94,000	83.48%	78,467
Other Materials & Services	917	1,670	9,700	82.78%	8,030
Total Materials & Services	33,050	46,256	245,200	81.14%	198,944
Capital Outlay	6,850	6,850	36,000	0.00%	29,150
Total EXPENDITURES	54,979	89,840	498,600	81.98%	408,760
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	20,339	49,786	122,200	59.26%	72,414
OTHER FINANCING SOURCES (USES)					
Transfers Out	(3,579)	(6,694)	(155,000)	95.68%	(148,306)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(3,579)	(6,694)	(175,000)	96.18%	(168,306)
NET CHANGE IN FUND BALANCE	16,759	43,092	(52,800)	181.61%	(95,892)
BEGINNING FUND BALANCE	88,315	61,982	56,500	9.70%	5,482
ENDING FUND BALANCE	105,074	105,074	3,700	2739.84%	101,374

City of Dundee
Statement of Revenue & Expenditures
Water CIP Fund - 432
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	6,349	6,349	39,200	83.80%	32,851
Miscellaneous Revenue	893	1,796	6,000	70.06%	4,204
Total REVENUE	<u>7,242</u>	<u>8,145</u>	<u>45,200</u>	<u>81.98%</u>	<u>37,055</u>
EXPENDITURES					
Capital Outlay	2,109	2,109	265,000	99.20%	262,891
Debt Service	0	0	117,300	100.00%	117,300
Total EXPENDITURES	<u>2,109</u>	<u>2,109</u>	<u>382,300</u>	<u>99.45%</u>	<u>380,191</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	<u>5,133</u>	<u>6,036</u>	<u>(337,100)</u>	<u>101.79%</u>	<u>-343,136</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>5,133</u>	<u>6,036</u>	<u>(257,100)</u>	<u>102.35%</u>	<u>-263,136</u>
BEGINNING FUND BALANCE	327,149	326,245	270,600	-20.56%	-55,645
ENDING FUND BALANCE	<u><u>332,281</u></u>	<u><u>332,281</u></u>	<u><u>13,500</u></u>	<u><u>-2361.34%</u></u>	<u><u>-318,781</u></u>

City of Dundee
Statement of Revenue & Expenditures
Sewer Fund - 441
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remainingg	Total Budget Variance
REVENUES					
Charges for Services	113,735	213,592	1,331,400	83.96%	1,117,808
Miscellaneous Revenue	428	758	4,500	83.16%	3,742
Total REVENUE	114,163	214,350	1,335,900	83.95%	1,121,550
EXPENDITURES					
Personnel Services	15,577	32,542	200,200	83.75%	167,658
Materials & Services					
Supplies	1,965	2,877	21,500	86.62%	18,623
Professional Services	146	2,261	40,700	94.44%	38,439
Contractual Services	0	197	700	71.91%	503
Travel & Training	0	261	2,300	88.65%	2,039
Insurance	15,332	15,332	16,700	8.19%	1,368
Regulatory Requirements	871	3,081	5,600	44.98%	2,519
Utilities	5,205	11,171	85,100	86.87%	73,929
Repairs & Maintenance	114	114	221,300	99.95%	221,186
Interfund Services	6,883	13,767	86,400	84.07%	72,633
Other Materials & Services	917	1,667	9,500	82.45%	7,833
Total Materials & Services	31,433	50,727	489,800	89.64%	439,073
Total EXPENDITURES	47,010	83,269	690,000	87.93%	606,731
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	67,153	131,082	645,900	79.71%	514,818
OTHER FINANCING SOURCES (USES)					
Transfers Out	(5,687)	(66,180)	(745,600)	91.12%	(679,420)
Other Uses	0	0	(20,000)	100.00%	(20,000)
Total OTHER FINANCING SOURCES (USES)	(5,687)	(66,180)	(765,600)	91.36%	(699,420)
NET CHANGE IN FUND BALANCE	61,466	64,902	(119,700)	154.22%	(184,602)
BEGINNING FUND BALANCE	162,797	159,361	143,300	11.21%	16,061
ENDING FUND BALANCE	224,263	224,263	23,600	850.27%	200,663

City of Dundee

Statement of Revenue & Expenditures
Sewer CIP Fund - 442
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	6,016	6,016	37,200	83.83%	31,184
Miscellaneous Revenue	1,102	2,225	22,200	89.98%	19,975
Total REVENUE	<u>7,118</u>	<u>8,241</u>	<u>59,400</u>	<u>86.13%</u>	<u>51,159</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>7,118</u>	<u>8,241</u>	<u>(629,800)</u>	<u>101.31%</u>	<u>(638,041)</u>
OTHER FINANCING SOURCES (USES)					
Transfers In	0	55,500	666,000	91.67%	610,500
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>55,500</u>	<u>666,000</u>	<u>91.67%</u>	<u>610,500</u>
NET CHANGE IN FUND BALANCE	<u>7,118</u>	<u>63,741</u>	<u>36,200</u>	<u>-76.08%</u>	<u>(27,541)</u>
BEGINNING FUND BALANCE	570,715	514,092	497,100	-3.42%	(16,992)
ENDING FUND BALANCE	<u>577,833</u>	<u>577,833</u>	<u>533,300</u>	<u>-8.35%</u>	<u>(44,533)</u>

City of Dundee
Statement of Revenue & Expenditures
Storm Water Fund - 451
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaining	Total Budget Variance
REVENUES					
Charges for Services	9,501	17,562	109,800	84.01%	92,238
Miscellaneous Revenue	42	74	1,000	92.59%	926
Total REVENUE	9,543	17,636	110,800	84.08%	93,164
EXPENDITURES					
Personnel Services	2,232	5,089	28,300	82.02%	23,211
Materials & Services					
Supplies	535	662	2,300	71.22%	1,638
Professional Services	112	134	5,600	97.62%	5,467
Travel & Training	0	0	200	100.00%	200
Insurance	209	209	200	-4.26%	(9)
Regulatory Requirements	0	0	100	100.00%	100
Utilities	36	140	1,100	87.32%	960
Repairs & Maintenance	38	38	2,700	98.59%	2,662
Interfund Services	1,133	2,267	12,100	81.27%	9,833
Other Materials & Services	0	3	300	99.05%	297
Total Materials & Services	2,063	3,451	24,600	85.97%	21,149
Total EXPENDITURES	4,295	8,540	52,900	83.86%	44,360
EXCESS (deficiency) of REVENUE OVER EXPENDITURES	5,248	9,095	57,900	84.29%	48,805
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	5,248	9,095	(11,000)	182.69%	(20,095)
BEGINNING FUND BALANCE	16,547	12,700	12,100	4.96%	600
ENDING FUND BALANCE	21,795	21,795	1,100	1881.37%	20,695

City of Dundee
Statement of Revenue & Expenditures
Storm Water CIP Fund - 452
From 8/01/2019 Through 8/31/2019

	Current Period Actual	Current Year Actual	Total Budget	Percent Total Budget Remaininng	Total Budget Variance
REVENUES					
Charges for Services	2,436	2,436	15,000	83.76%	12,564
Miscellaneous Revenue	170	341	1,300	73.77%	959
Total REVENUE	<u>2,606</u>	<u>2,777</u>	<u>16,300</u>	<u>82.96%</u>	<u>13,523</u>
EXPENDITURES					
Capital Outlay	0	1,361	111,000	98.77%	109,639
Debt Service	0	0	23,700	100.00%	23,700
Total EXPENDITURES	<u>0</u>	<u>1,361</u>	<u>134,700</u>	<u>98.99%</u>	<u>133,339</u>
EXCESS (deficiency) of REVENUE OVER EXPENDITUR	<u>2,606</u>	<u>1,416</u>	<u>(118,400)</u>	<u>101.20%</u>	<u>-119,816</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>2,606</u>	<u>1,416</u>	<u>(66,400)</u>	<u>0.00%</u>	<u>-67,816</u>
BEGINNING FUND BALANCE	86,722	87,912	71,400	0.00%	-16,512
ENDING FUND BALANCE	<u><u>89,328</u></u>	<u><u>89,328</u></u>	<u><u>5,000</u></u>	<u><u>0.00%</u></u>	<u><u>-84,328</u></u>

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: September 26, 2019
Re: Water/Sewer Charges Adjustment

JC Family Agency, the tenant of the Andy Wilder building located at 992 N. Highway 99W, has been without full sewer services since early December 2018 when they started having sewer backup problems. Following completion of repairs of the sewer lateral located on the private property, the lateral was capped and any limited use of water entering the sewer was stopped in July 2019. The following is a summary of water use and utility charges starting with December 2018:

	<u>Water Use (cf)</u>	<u>Water</u>	<u>Sewer</u>	<u>Storm</u>	<u>Total</u>
Dec	96	\$21.54	\$69.46	\$13.64	\$104.64
Jan	23	\$21.54	\$69.46	\$13.64	\$104.64
Feb	30	\$21.54	\$69.46	\$13.64	\$104.64
Mar	47	\$21.54	\$69.46	\$13.64	\$104.64
Apr	352	\$21.54	\$69.46	\$13.64	\$104.64
May	3	\$21.54	\$69.46	\$13.64	\$104.64
Jun	5	\$21.54	\$69.46	\$13.64	\$104.64
Jul	20	\$21.54	\$69.46	\$13.64	\$104.64
Aug	6	\$21.54	\$69.46	\$13.64	\$104.64

All of the above charges represent the base monthly rates and no additional amount for consumption over 550 cubic feet, and the storm water charges are fixed based on the total impervious surfaces on the property.

DMC 13.04.120.B provides for relief of the monthly City utility charges if the premises are determined to be uninhabitable by the Building Official and “less than 20 cubic feet of water per month is used during the period of no occupancy.” DMC 13.04.120.C allows for the reduction of rates to standby in whole months when the water meter is shut off. The monthly standby rate for this property is \$38.64. Neither of the aforementioned Municipal Code sections fits the situation at 992 N. Highway 99W, however, Council expressed an interest in adjusting the charges assessed to the tenant due to the circumstances of the sewer lateral problems and the challenges faced by the owner in completing repairs.

Recommendation: Council motion to adjust City utility charges assessed to JC Family Agency in the amount of _____.



To: Dundee City Council

From: Greg Reid, City Engineer

Date: September 26, 2019

Re: Niederberger Ditch Improvements - Design & Costs Update

BACKGROUND

The City Council recently approved the use of the remaining ODOT SCA grant funds to perform improvements to the ditch along the Niederberger Road. The improvements include installing storm inlets and piping to collect and transmit the storm water from the area prior to filling the ditch.

FINAL DESIGN CHANGES AND ADDITIONAL COSTS

During the development of the final design from the preliminary design, the recently obtained ODOT topographic data for the area was used to update the preliminary design that used an older survey and information from the City's existing storm system files. The updated survey shifted the locations of the existing structures and pipes in the ditches which resulted in conflicts between the alignment of the new pipes and existing utility poles and embankments.

In order to resolve the conflicts, the utilities poles can be relocated which will delay the start of the project into wetter weather or the design can be modified at additional costs to avoid the conflicts. Attached are the revised costs to avoid the conflicts along with the original cost estimate. The need to shift the inlet structures did provide the opportunity to align the structures to accommodate a future collector street width. The changes result in an increase of just under \$9,400.

ADDITIONAL CONSIDERATION

One item that could be investigated to decrease the project costs is the need to extend the 10" pipe west of Myrtle to connect to the existing 10" pipe entering the ditch near mid block between SW Myrtle and Charles Streets. The City is uncertain of the purpose of this pipe, has never seen storm water outflow from it but it appears to possibly drain roof drains from the nearby residences. This pipe could be scoped to attempt to determine its purpose. If it is found to no longer be needed or not a storm pipe, the project costs could be reduced by \$8,630.

Recommendation:

Reconfigure the design to avoid the utility conflicts so that the project can proceed without delay and video the existing pipe to attempt to lower project costs.

**Original
Estimate**

Niederberger Ditch Improvements
ENGINEERS ESTIMATE OF CONSTRUCTION QUANTITIES
City of Dundee Oregon
Based on Conceptual plans

Location: SW Niederberger Rd between Charles and Alder Streets
 Dundee, Oregon

Date: 8/15/2019
 Job #: 19004

SECTION 1 - SITE WORK					
Item	Description	Quantity	Units	Unit Price	Amount
1	Mobilization	1	LS	4,800.00	4,800.00
2	Clearing and Grubbing/Demo	1	LS	1,600.00	1,600.00
3	Compaction & Finishing Slopes	1	LS	1,600.00	1,600.00
4	Temporary Work Zone Traffic Control, Complete	1	LS	4,000.00	4,000.00
5	Erosion Control, Complete	1	LS	600.00	600.00
Subtotal					\$12,600.00

SECTION 2 - STREET IMPROVEMENTS					
Item	Description	Quantity	Units	Unit Price	Amount
6	3/4"-0" Aggregate Base	286	Ton	25.00	7,150.00
Subtotal					\$7,150.00

SECTION 3 - STORM DRAINAGE					
Item	Description	Quantity	Units	Unit Price	Amount
7	10" Storm Main	98	LF	60.00	5,880.00
8	15" Storm Main	117	LF	80.00	9,360.00
9	G-2 Inlet	2	EA	2,000.00	4,000.00
10	Storm Pipe Connection (to Ex. Manhole)	1	EA	500.00	500.00
10	Storm Pipe Connection (To Ex. Pipe)	1	EA	250.00	250.00
11	10" Cleanout	1	EA	350.00	350.00
12	6" French Drain (includes Fabric and Drain Rock)	50	LF	80.00	4,000.00
13	4" Storm Lateral	10	LF	25.00	250.00
14	4" Tee	3	EA	150.00	450.00
Subtotal					\$25,040.00

Construction		\$44,790.00
Contingencies	10%	4,479.00
Total		49,269.00

**Revised
Costs**

Niederberger Ditch Improvements

PRELIMINARY ESTIMATE

City of Dundee Oregon

Based on Conceptual plans

Location: SW Niederberger Rd between Charles and Alder Streets
Dundee, Oregon

Date: 9/26/2019
Job #: 19004

SECTION 1 - SITE WORK					
Item	Description	Quantity	Units	Unit Price	Amount
1	Mobilization	1	LS	5,700.00	5,700.00
2	Clearing and Grubbing/Demo	1	LS	1,900.00	1,900.00
3	Compaction & Finishing Slopes	1	LS	1,900.00	1,900.00
4	Temporary Work Zone Traffic Control, Complete	1	LS	4,800.00	4,800.00
5	Erosion Control, Complete	1	LS	800.00	800.00
Subtotal					\$15,100.00

SECTION 2 - STREET IMPROVEMENTS					
Item	Description	Quantity	Units	Unit Price	Amount
6	3/4"-0" Aggregate Base	286	Ton	25.00	7,150.00
Subtotal					\$7,150.00

SECTION 3 - STORM DRAINAGE					
Item	Description	Quantity	Units	Unit Price	Amount
7	10" Storm Main	97	LF	70.00	6,790.00
8	15" Storm Main	18	LF	80.00	1,440.00
9	18" Storm Main	111	LF	85.00	9,435.00
10	18" Pipe Bend	1	EA	250.00	250.00
11	G-2 Inlet	3	EA	2,500.00	7,500.00
12	Storm Pipe Connection (to Ex. Structure)	0	EA	500.00	0.00
13	Storm Pipe Connection (To Ex. Pipe)	3	EA	250.00	750.00
14	10" Cleanout	1	EA	350.00	350.00
15	6" French Drain (includes Fabric and Drain Rock)	50	LF	80.00	4,000.00
16	4" Storm Lateral	10	LF	25.00	250.00
17	4" Tee	3	EA	100.00	300.00
Subtotal					\$31,065.00

Construction		\$53,315.00
Contingencies	10%	<u>5,331.50</u>
Total		58,646.50

AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: September 26, 2019
Re: No Parking Request – Fifth Street at Post Office

The school bus service contractor for the Dundee Elementary School is requesting the no parking area denoted by a yellow painted curb at the Post Office be extended from the street-side mail drop box to the north service entry. They explained the buses are three feet longer this year and vehicles parking in that location are in the path of the departing buses and inhibit turning movements of the buses. DMC 10.04.040.B provides authority to the City Council to establish parking restrictions on streets.



Recommendation: Motion directing the extension of the No Parking area on Fifth Street next to the Post Office.

Rob Daykin

From: Townsend, Teresa L <teresa.townsend@firstgroup.com>
Sent: Wednesday, September 18, 2019 10:09 AM
To: Rob Daykin
Subject: FW: painted curb line

Teresa Townsend
Location Manager
Loc# 10457
1000 Commerce Parkway Ste B
Newberg OR 97132
503-538-8365

From: Townsend, Teresa L
Sent: Tuesday, September 17, 2019 2:23 PM
To: rob.dayki@dundeecity.org
Subject: painted curb line

Hi Rob

This is Teresa with First Student here are the pictures we talked about and this is the reason why we need you to paint the curb. We got new busses this year which are 3 ft longer than our other ones and they cannot make that turn if cars are parked in front of the post office. If you could please paint the curb line to make it safer for us to make that turn. Thank you for your time and assistance with concern.

Teresa Townsend
Location Manager
Loc# 10457
1000 Commerce Parkway Ste B
Newberg OR 97132
503-538-8365

From: Teresa Townsend <teresatownsend49@gmail.com>
Sent: Tuesday, September 17, 2019 12:12 PM
To: Townsend, Teresa L <teresa.townsend@firstgroup.com>
Subject: IMG_1182.jpeg



To: Dundee City Council

From: Greg Reid, City Engineer

Date: September 26, 2019

Re: Recent Storm Events and Drainage Issues

BACKGROUND

Two recent storm events that resulted in close to and over an inch of rain in very short durations (1 hour or less) resulted in several drainage issues throughout town. The primary issues of concern included ditch erosion and erosion of private property (landscaping materials and improperly contained construction sites) into the public storm system and streets.

In the case of the construction site, erosion control measures are required through the City's design standards and the owner/contractor was notified to clean-up the discharge and improve their containment measures.

In areas where private property (primarily landscaping materials and soil) were discharged into the public storm system and streets, The City's Public Works crews cleaned up the materials in order to minimize the discharge into the storm system and to clear ditches to restore flow volumes. Although City codes and State statutes regulate such discharges and the property owner's could be held accountable, none of the owners have been contacted by the City regarding the issues.

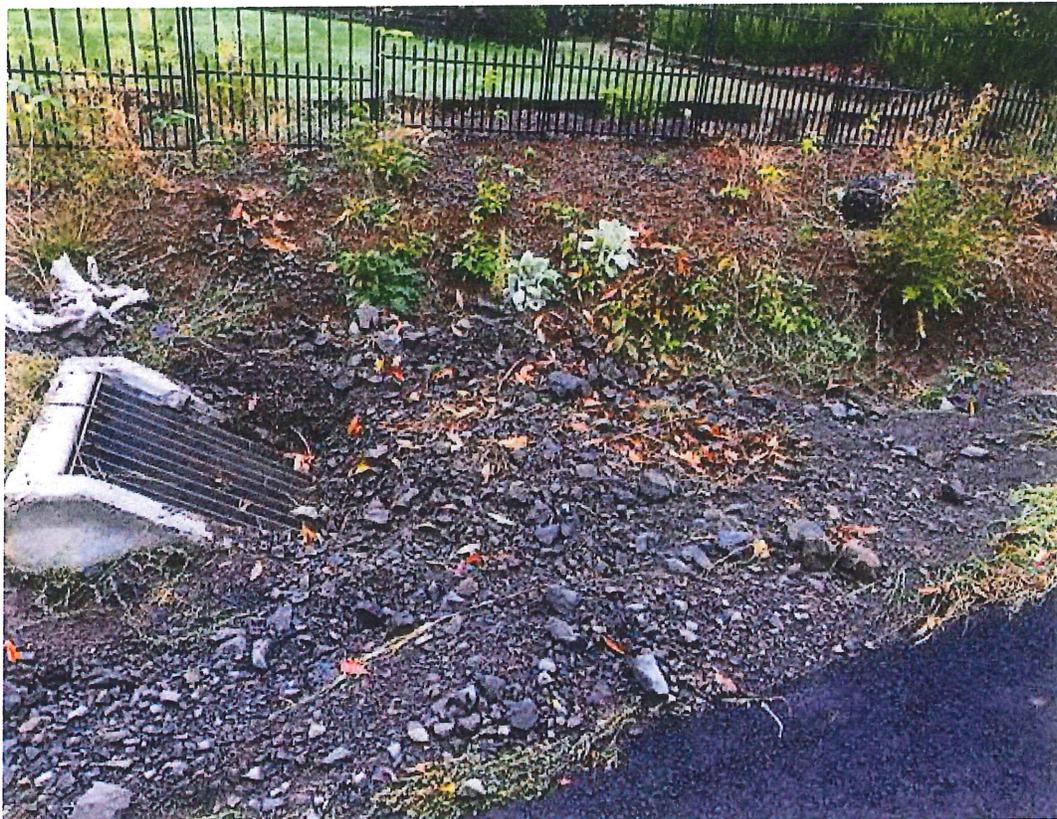
Several ditches throughout town encountered increased levels of erosion during the events which can affect (plug) downstream inlets and pipes. The worst of these included the ditch along SW 9th Street below Red Hills Drive, SW Alder Street south of SW 7th Street and along SW Upland Drive. Public Works crews have performed temporary repairs to the ditches, particularly along SW Alder, where erosion began to undermine the pavement.

Overgrowth of bushes and small trees have also extended into and beyond several ditches, particularly along SW 9th Street and the ditch through the unimproved SW Alder Street. The growth obstructs flows that could result in flooding of adjoining properties. The growth also extends into and obstructs the adjoining roadway and/or bike lane in some areas.

See the attached photographs.

RECOMENDATIONS & COUNCIL CONSIDERATION

1. Should the City pursue property owner's to prevent and/or help with clean-up costs associated with discharge of private materials into the public storm system?
2. It is recommended that ditches that experience excessive erosion that are discharging sediments and/or rock into the storm drainage system should be stabilized or piped to minimize future problems. The primary locations to be evaluated at this time include SW Alder Street, SW Upland Drive and SW 9th Street.
3. Overgrowth should be cleared from the ditches to restore proper flow and eliminate roadway obstructions. The City Administrator has authorized PW to hire traffic control to help support this effort along SW 9th Street.



Washed out check dams filled ditches, plugged pipes and diverted water around inlets along SW Alder Street between SW 7th and 9th.



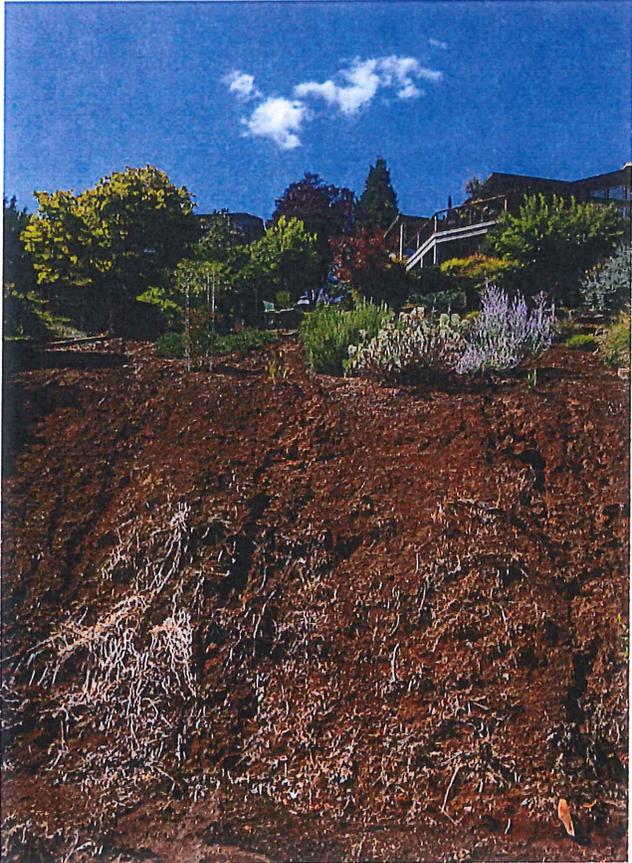
Eroded surface by water diverted upstream exposed underlying pipe along SW Alder Street



Gravel discharged from upstream storm system into Alder Street ditch



Construction site erosion with improperly trenched silt fence



Private landscaping and soil erosion



Landscape material and soil from private property and public embankments filling ditch and covering street as well as discharged to property across the street



Erosion along SW 9th Street



Erosion and overgrowth obstructing ditch flow and extending into bike lane along SW 9th

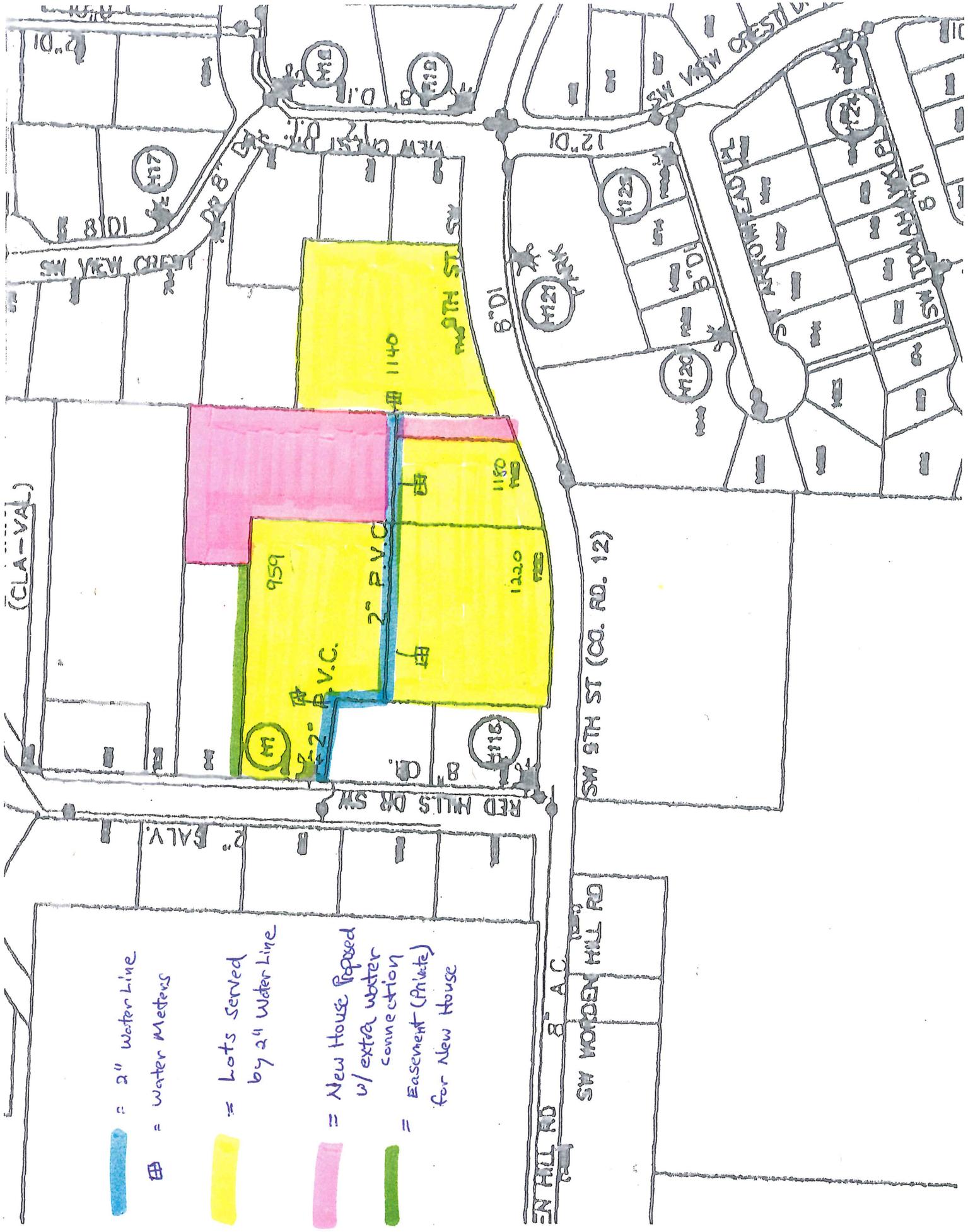
AGENDA REPORT

To: Mayor Russ and City Council
From: Rob Daykin, City Administrator
Date: September 26, 2019
Re: Red Hills Drive Shared Water Line

There is a 2 inch PVC line that connects to the water main on Red Hills Drive and currently serves four properties: 959 SW Red Hills Road, 1220 SW Ninth Street, 1180 SW Ninth Street, and 1140 SW Ninth Street – map attached. Meters are not easily accessible by the City crews with three of them located in the back yards of the residences and one about 100 feet away from the street. Also, the water line is not located in a public easement (see attached memo from City Attorney Ramis). This arrangement pre-dates former PW Supervisor Mustain’s history with the City and the last residence to be connected appears to have occurred in 1974 for former Mayor Crabtree’s residence at 1140 Ninth Street. We recently received an application for a new house that has a flag stem connection to Ninth Street and is amid these other properties. We have informed the applicant that the water service for the proposed residence would have to be connected directly to the water main. Since that property already had a private easement from the abutting lot, 941 SW Red Hills Drive, they proposed connection to the main on Red Hills Drive along with their water meter. They also proposed a second meter connection and service line should they partition the property with a second lot.

While the circumstances leading to the establishment of the 2 inch PVC line is unknown, including its construction, and it does not meet the City’s standards in terms of the line not being located in a public easement provided to the City of Dundee for that purpose¹ and the meters are not located in the public right of way or easement, which infers the City is typically responsible for any water leaks between the main and the meter. Also, staff has expressed concerns on the remaining life of the PVC line, but we are uncertain who should be responsible for the maintenance of that line. Staff proposes two options to resolve this matter: 1) The City acquires a suitable public utility easement and initiates a local improvement district to upgrade the water line, and 2) The City notifies the owners that their meters will be relocated to the public right of way of Red Hills Drive and that they will have to construct their own service line from the meter to their residence. Both approaches have their challenges and staff wants to review this issue with Council prior to contacting the property owners.

¹ The PVC line is located in a five foot wide private easement for two of the lots, however, there does not appear to be an easement for the water line located east of 1220 SW Ninth Street. The City may need a 20 foot wide easement given the terrain involved.



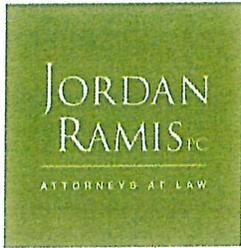
— = 2" water line

⊞ = water meters

— = lots served by 24" water line

— = New House Proposed w/ extra water connection

— = Easement (Private) for New House



Two Centerpointe Dr., 6th Floor
Lake Oswego, OR 97035

Tel. (503) 598-7070
Fax (503) 598-7373

www.jordanramis.com

LEGAL MEMORANDUM

TO: Rob Daykin, City Administrator
City of Dundee
620 SW 5th Street
Dundee, OR 97115

FROM: Timothy V. Ramis

DATE: September 11, 2019

RE: Recorded Easements

The City of Dundee has advised there is a two-inch water line serving four properties¹ from a connection to the water main on Red Hills Drive. The City is responsible for the two-inch water line despite the line being located on private property and not within an easement granted to the City of Dundee. At the City's request, we conducted a review of the title for these four properties to confirm whether there were any easements of record relating to the water line.

We have conformed that no recorded public easements exist.

Title reports identified the following water-related easements of record:

1. Agreement for Easement by and between Brian Lawson and Judy Lawson and Howard C. Butler and Virginia P. Butler dated April 7, 1984 and recorded April 12, 1984, Volume 185, Page 590, Yamhill County Records.
 - a. This easement was granted for waterline purposes over the South 5 feet of the Lawson's property, more particularly described as Lot 3, Block 2, Red Hills Subdivision in the County of Yamhill, State of Oregon and the West 60 feet of the South 184.08 feet of Lot 5, Block 2, Red Hills Subdivision in the County of Yamhill, State of Oregon.

• ¹ The four properties are (1) 959 Red Hills Drive, Dundee, OR 97155; (2) 1220 9th Street, Dundee, OR 97155; (3) 1180 9th Street, Dundee, OR 97155, and (4) 1140 9th Street, Dundee, OR 97155

- b. As the description of the easement does not contain a distance, it is unclear whether this easement follows the boundary line of Lot 3 north and then approximately 104 feet west to a point on Red Hills Road.
2. Easement by and between Kenneth M. Allen and Marjorie A. Allen, his wife, and Howard C. Butler and Virginia P. Butler, his wife, dated May 15, 1956 and recorded June 26, 1956, Book 181, Page 201, Yamhill County Records.
 - a. This right-of-way easement was granted for the purpose of "installing, using and maintaining a water pipe line over, across and under" the Allen's property and includes the express conditions that the Butlers (a) "install and maintain at all times a pipe line at least two inches in diameter" and (b) "pay, before delinquency, to the City of Dundee all water and related charges for the water used by them in accordance with rules and regulations of the City of Dundee." The right-of-way and easement terminate if either condition is violated.

Both easements are private easements. We were not able to locate any recorded easements for the purposes of water lines, public or private, for the properties located at 1180 9th Street and 1140 9th Street.

An additional right-of-way easement for a water line was located on the property immediately to the north of 1180 9th Street which appears to track the southern boundary line of the property. The easement is between Ellis H. Parker and Winnogene M. Baker, husband and wife, and Howard C. Butler and Virginia P. Butler, husband and wife, dated December 22, 1953 and recorded December 22, 1953, Book 172, Page 61, Yamhill County Records.

- a. This easement grants a five-foot wide right-of-way for a water pipe line, the center line of which is more particularly described:

Beginning at a point South 89 51' East 1136.17 feet and North 235 feet from the Southeast corner of Lot 33 of Chehalem Homes Annex, in Yamhill County, Oregon, according to the duly recorded plat thereof; thence North 45 West 63 feet; then North 165 feet to the Dundee Water Pipe Line.
- b. The easement also provides the right to go upon the premises crossed by the pipe line for the purposes of inspecting, maintaining, repairing, laying, replacing or removing said water pipe line. Any pipe shall be at least two feet beneath the surface.

This is also a private easement.

Based upon the documents of record, there are no public easements in favor of the City of Dundee over, under or across the above identified properties.

Enclosure(s)

AGREEMENT FOR EASEMENT

THIS AGREEMENT, Made and entered into this 7TH day of APRIL, 1984, by and between Brian Lawson and Judy Lawson, hereinafter called the first party; and Howard C. Butler and Virginia E. Butler, hereinafter called the second party;

Witnesseth:

WHEREAS: The first party is the record owner of the following described real estate in Yamhill County, State of Oregon, to-wit:

Lot 3, Block 2, RED HILLS SUBDIVISION in the County of Yamhill, State of Oregon.
ALSO the West 60 feet of the South 184.08 feet of Lot 5, Block 2, RED HILLS SUBDIVISION in the County of Yamhill, State of Oregon.

and has the unrestricted right to grant the easement hereinafter described relative to said real estate. NOW, THEREFORE, in view of the premises and in consideration of One Dollar (\$1) by the second party to the first party paid and other valuable considerations, the receipt of all of which hereby is acknowledged by the first party, they agree as follows:
The first party does hereby grant, assign and set over to the second party an easement for waterline purposes over the South 5 feet of the above described property

(Insert here a full description of the nature and type of the easement granted to the second party.)
The second party shall have all rights of ingress and egress to and from said real estate (including the right from time to time, except as hereinafter provided, to cut, trim and remove trees, brush, overhanging branches and other obstructions) necessary for the second party's use, enjoyment, operation and maintenance of the easement hereby granted and all rights and privileges incident thereto.
Except as to the rights herein granted, the first party shall have the full use and control of the above described real estate.
The second party hereby agrees to hold and save the first party harmless from any and all claims of third parties arising from second party's use of the rights herein granted.
The easement described above shall continue for a period of permanent, always subject, however, to the following specific conditions, restrictions and considerations:

NORTHWEST TITLE COMPANY

This agreement shall bind and inure to the benefit of, as the circumstances may require, not only the immediate parties hereto but also their respective heirs, executors, administrators and successors in interest as well.

In construing this agreement and where the context so requires, words in the singular include the plural; the masculine includes the feminine and the neuter; and generally, all changes shall be made or implied so that this instrument shall apply both to individuals and to corporations.

IN WITNESS WHEREOF, the parties hereto have subscribed this instrument in duplicate on this, the day and year first hereinabove written.

Brian Lawson
Brian Lawson
Judy Lawson
Judy Lawson

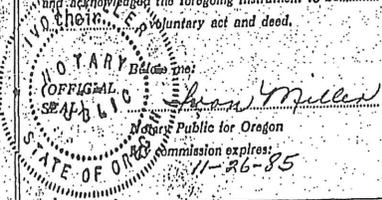
(If the above named first party is a corporation, use the form of acknowledgment opposite.)

(ORS 93.490)

STATE OF OREGON,
County of YAMHILL } ss.

Personally appeared the above named
March April 7, 1984

Brian Lawson and Judy Lawson,
and acknowledged the foregoing instrument to be
their voluntary act and deed.



STATE OF OREGON, County of _____) ss.
19____

Personally appeared _____ and
_____, who, being duly sworn,
each for himself and not one for the other, did say that the former is the
_____, president and that the latter is the
_____, secretary of _____

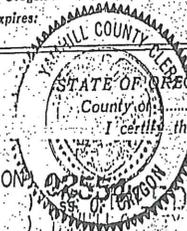
_____ a corporation,
and that the seal affixed to the foregoing instrument is the corporate seal
of said corporation and that said instrument was signed and sealed in behalf
of said corporation by authority of its board of directors; and each of them
acknowledged said instrument to be its voluntary act and deed.

Before me:
Notary Public for Oregon (OFFICIAL SEAL)
My commission expires: _____

AGREEMENT
FOR EASEMENT
BETWEEN

AND

AFTER RECORDING RETURN TO



STATE OF OREGON, County of _____) ss.
I certify that the within instru-
the
ted
on
file/

I hereby certify that the
within was received and duly
recorded by me in Yamhill
County records: _____ of

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APR 12 PM 3:33
CHARLES M. NIELSEN
COUNTY CLERK
by _____ Notary



To: City Council
From: Chuck Simpson
CC: Rob Daykin
Date: 9/26/2019
Re: PW Summer Report

Comments: Report on summer 2019 work.

- Summer Help / New Hire: Filled a gap of being shorthanded until new hire started (late July) and able to concentrate on vegetation and greenways.
- ODOT trees watering.
- New Disinfection equipment installation: Changing from gas to liquid Sodium Hypochlorite.
- New Chlorine monitoring equipment installation: In line with OHA requirements for our population.
- Water Leaks: Dayton Ave, Elm St, Fortune Park & Alder.
- Well meters installed at the springs: Reliable production tracking.
- Status of Wells.
- All other PW activities: Daily / weekly requirements.
- Viewmont Greenway Park: Rework of nature play area.



To: City Council
From: Chuck Simpson
CC: Rob Daykin
Date: 9/24/2019
Re: Trimmings Debris Pile

Comments: Council Members:

This past summer the PW department has amassed a large pile of trimmings from around town.

We have inquired about a 30 yard dumpster from Waste Management (our calculations are around 65 yards) to remove the debris and have included the estimate for each disposal $\$595.37 \times 2 = \1190.74 .

The other alternative is to burn the pile, the WWTP property is in the city limits and councils approval would be needed, the debris pile is located where the #3 treatment pond was located which in the back section of the property.

I`m asking your permission to burn the pile rather than pay almost \$1200.00 to dispose of it.

Attached is the quote from WM.

Respectfully Submitted
Chuck Simpson
PW Superintendent

↩ Reply ∨ 🗑 Delete 🚫 Junk 🚫 Block ⋮

Price Quote 30 yard Yard debris



PNW DEQ <pnwdeq@wm.com>

Thu 9/19/2019 11:49 AM

You ∨

30 yard container for yard waste

Prepayment \$595.37

Rent per day \$6.16

Hauling including disposal \$595.37

Katie Heim

Waste Management

Builders Direct Desk Agent

Builders Direct (800)-963-4050

Fax 866-526-7037

pnwdeq@wm.com

↩ ⏪ → ⋮

Recycling is a good thing. Please recycle any printed emails.

