

# CITY OF DUNDEE CITY COUNCIL MEETING

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

APRIL 18, 2023. 7:00 PM

1. Open Regular City Council Meeting
2. Amendments to the Agenda, if any
3. Public Comment: Each speaker will be allowed up to 3 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.
4. 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.
  - 4.1 City Council Minutes, February 7, 2023 Pages 3-9
  - 4.2 City Council Minutes, March 21, 2023 Pages 10-15
  - 4.3 City Council Minutes, April 4, 2023 Pages 16-21
  - 4.4 Update City Council Goals Pages 22-25
  - 4.5 Appointment of Michelle L Kropf to tourism committee Page 26
5. Old Business:
  - 5.1 Approval of 9<sup>th</sup> Street and Alder Pages 27-34  
*Action Item*
6. New Business:
  - 6.1 Waste Management Presentation Pages 35-40  
*Discussion*
  - 6.2 Use of old elementary school Pages 41-42  
*Discussion*
7. Council Concerns & Committee Reports
8. Mayor's Report
9. City Administrator Report
10. 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.
11. Executive Session: In accordance with ORS 192.660 (2) (d) to consider deliberations with persons designated by the governing body to carry on labor negotiations.

12. Adjourn

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Pending Business:

1. Public Works
  - 1.2 Water Management and Conservation Plan Update
  - 1.3 CIPP Improvement-First Year Completed/More in 2023
  - 1.4 Newberg Water Plant Study/Financing
  
2. Planning/Land Use
  - 2.1 Dundee Riverside District Code Amendment
  - 2.2 Exterior Lighting – Code Update/Street Light Standards
  - 2.3 Code Amendments – Land Use Procedures
  - 2.4 Pending Type II or Type III Land Use Applications:  
(none)
  - 2.5 Sander Estate Park Developer Agreement
  - 2.6 Short Term Rental Correction
  - 2.7 Mushroom Ordinance
  
3. City Council
  - 3.1 Update SDC Methodologies
  - 3.2 Riparian Protection Regulation
  - 3.3 Storm Drain Master Plan Update
  
4. Parks & Trails
  - 4.1 WWTP Nature Park
  - 4.2 Riverside District Neighborhood Parks
  
5. Next Available Ordinance & Resolution No's.
  - 5.1 Ordinance No. 581-2023
  - 5.2 Resolution No. 2023-03

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.

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**City of Dundee**  
**City Council Meeting Minutes**  
**February 7, 2023**

**Call to Order**

City Council President Storr Nelson called the meeting to order at 7:00 P.M.

**Council and Staff Attendance**

Council President Storr Nelson; Councilors Jeannette Adlong, Bruce Starr, David Hinson, Tim Weaver, and David Ford. Absent: Mayor David Russ.

Staff Attendance: Steve Dahl, City Administrator; Brandon Hamilton, Fire Chief; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Logan Leichtman, 960 SW 9<sup>th</sup> Street; David Kerr; Rebecca Kerr, 1239 SW First Street; and Alex Chiper, 520 SW Fifth Street, via Zoom.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, December 6, 2022; Item 4.2 City Council Minutes, January 3, 2023; Item 4.3 Financials November/December 2022; and Item 4.4 Monthly Report: Fire Department. **The motion** passed unanimously. C.A. Dahl explained that a contractor has been hired to prepare the minutes and a different format was used; the content was acceptable.

C. Ford initiated discussion about how the minutes are recorded for hearings in the future. He felt that quasi traditional hearings recorded as a separate record but as part of the minutes; C. Atty Kahl had suggested prior to the meeting that the quasi-judicial hearing minutes could be improved though are acceptable as is. Brief discussion ensued and Council agreed that word-for-word testimony is not needed for the minutes; the meeting recording is available online for reference.

C. Ford discussed that in the December 31, 2022 minutes he noted in the Statement of Revenue and Expenditures, page 84, in the summary, it states there is only 28 percent budget remaining for Admin/Finance for the next six months of the year. Brief discussion ensued and Council requested additional projections/forecasting be provided for the remainder of the fiscal year, which will also assist in budget considerations. C.A. Dahl indicated that he will review the software to see if it is capable of the projections, otherwise, he will need to project manually. He discussed his method of determining future expenditures. C. Ford discussed his view on the importance of the projections so they can plan ahead for a shortfall and avoid a deficit.

## Old Business

### Billick Park History

C.A. Dahl provided Council an overview of the Billick Park historical information presented in the meeting agenda packet beginning on page 117. C.A. Dahl met with the school superintendent and inquired about whether there was interest in using Billick Park to make up the money they used to purchase the new school property, though the superintendent indicated there had been no discussion on that. Discussion ensued regarding Billick Park, including review of additional historical information and present implications. It was noted that the park equipment could not be relocated to Sanders Park or the school property since both have been purposed prior to the recertification process. The grant provider inspected the park last year and was happy with what she found with the exception of the handicap access.

C.A. Dahl discussed that the school district is considering selling the park to CPRD for a dollar. C.A. Dahl suggested having a conversation with the school district asking for them to consider selling the park to the City of Dundee instead. He felt optimistic that the park could remain a park.

C. Adlong identified that the park is zoned residential and wondered how the city could prevent unwanted development in the area. She inquired about whether the city could zone the area a public space. It was noted that prior administration had discussed this and decided against it. C.A. Dahl discussed that he does not believe the city can dictate whether something can be changed from sellable to unsellable; he is unsure of the rules and regulations. Rezoning Sanders Park to public use was discussed in the past and denied. C. Hinson provided history of past discussion with the school district where the school district was against the rezoning to maintain their ability to potentially sell the park.

Discussion ensued regarding thoughts and ideas surrounding the park space and school property. C.A. Dahl explained that he does not have a clear timeline on the school's process with the park, though he noted that it will be prior to 2024. He indicated that there may be interest in the school property; perhaps the City of Dundee could potentially purchase the property to create a sense of place within Dundee. C.A. Dahl indicated that he could speak with the school superintendent about rezoning the park as public and report back at the next City Council meeting.

C. Hinson inquired about what improvements are required to be made with the construction of the new school. Though C.A. Dahl indicated that he does not know the complete list, he reported that they are responsible for the sidewalks on Edwards and Eighth Streets, though not the turn lane on Fifth Street. He noted that the school will have to develop a drop-off zone on Edwards. The school will be required to mitigate traffic. C.A. Dahl offered that he could provide the complete list and additional information to a future city council meeting or send it via email. C. Ford supported a more formal discussion about this matter in the future, along with a potential plan of action. C. Starr indicated his belief that Urban Renewal will be involved.

The two parcels can be accepted in the current mandate. Payment for the two parcels would have to be defined along with increasing the bonding rate. This could also be an agenda item for Urban Renewal.

### Newberg-Dundee Water Plant Project

C.A. Dahl explained that M. Russ, the Newberg City Manager and the new Mayor of Newberg met and discussed working together to build a water treatment plant. C.A. Dahl discussed that they agreed on the concepts outlined in the meeting agenda packet beginning on page 119; detailed discussion ensued.

C.A. Dahl reviewed that he discussed loan options for the unique project with the Oregon Infrastructure Authority and USDA Rural Development. He explained that the idea of the city buying into another city's water treatment plant was unique. Though they did not have specific answers, they indicated that they will look into the idea. C.A. Dahl noted that of concern was the need for Dundee to have something to own in the process. He discussed that the City of Newberg suggested that Dundee owning a piece of equipment that has a value to comply with this could be an option. C.A. Dahl indicated that he has applied for a grant for a study to determine the cost of piping; an additional \$20,000 will be added to the budget for next year.

Lengthy additional detailed discussion ensued. It was noted that lender decisions would depend on how the contract is written, which would be more of a partnership agreement. Attorneys would be involved with this process. It was noted that framework on the agreement would be ready for Council the first meeting in March.

C. Ford inquired about at what point in time Dundee would actually draw water from the new system. He expressed concern about spending \$2 million dollars prior to deciding if this is the best financial option for the City of Dundee. He wondered if there are better options to be considered. Discussion ensued about other ideas such as using wells and alternative water sources. It was reviewed that in the past the city has talked with the City of McMinnville, the City of Dayton and the City of Lafayette. A potential regional intertie with Yamhill county was also discussed. There was not traction with those conversations. C.A. Dahl noted that the City of Dundee currently has a relationship with Newberg in some capacity with the police department and such, and their proximity does link itself more easily to a partnership. It was noted that Dundee has looked at purchasing water from Newberg in the past, but the cost was prohibitive then. Purchasing water from Newberg is an option.

C. Hinson asked if McMinnville was interested in a partnership. C. Nelson stated Dundee has had no interest in past conversations about a partnership with McMinnville and Dayton. C.A. Dahl spoke with Dayton recently. Dayton is putting in a new well which will provide 25 to 30 years of their water needs in the future, so they have no interest in a partnership with Dundee to get water from the river. McMinnville would require a pipe from Lafayette to Dundee, which will be at a cost around 5,000,000 dollars.

C. Nelson clarified that a partnership with another jurisdiction to build a water treatment facility was more the interest than piping from an established water treatment facility.

C.A. Dahl reported it could be 10 years before Dundee is using the water from this partnership or longer if delayed. C.A. Dahl wants to know what information councilors want for him to obtain in the next six weeks prior to making a decision. In six weeks Newburg wants to know if the City of Dundee is interested in pursuing this since they start planning in April or May.

C. Nelson asked for a copy of the last water master plan done before 2010 but updated three or four years ago.

C. Ford asked how much more use the City of Dundee will add to the water plant. C.A. Dahl was unsure. C. Ford feels that the size of Dundee will not add enough use to impact the capacity of the new water plant in preliminary stages, thus questioning the six weeks required by Newburg for Dundee to make a decision.

C. Ford wonders when the City of Dundee will no longer have the capacity to supply the citizens of Dundee with water. He is concerned about spending two million of today's dollars for a future

opportunity that the City of Dundee might have a chance of not needing. C.A. Dahl stated there is a 20-year timeline in the Watch Study presented to council in November. That was considering the buildout of all of Riverside. If building Riverside is not part of the discussion, then Dundee can supply another 30 or 40 years before the wells go dry. C.A. Dahl will review the study to see what timeline there is, which includes the building of Riverside.

C. Nelson suggested areas in the flats that could take water from Newburg to relieve some pressure.

### **Fire Department Levy Update**

C. Ford expressed his appreciation to Chief Hamilton for the Summary Report of the Fire Activity, which was informative and well done.

Chief Hamilton advised the fire department has not had another task force meeting since the last council meeting. There was a Rural Board meeting last night; they briefly discussed their stance on the millage rate. He noted that it seemed they were comfortable with the dollar per thousand that City Council discussed. That makes it 65 cents per thousand for the city.

It was noted that zoning values presented at the last meeting have been sorted out. The \$1.00 for rural and \$0.65 cent millage for the city would provide for the target value of \$465,000 dollars. There will be a meeting with the Rural Board next week (February 16, 2023) for a final discussion and decision. C.A. Dahl indicated that he would then come back with information for a motion at the next council meeting. He explained that this resolution would need to be put on the ballot and the deadline to file with the County is quickly approaching. C. Adlong inquired if there were two separate measures for each tax entity, which was confirmed. Discussion ensued regarding the process moving forward as well as potential outcomes. C. Ford discussed that the objective of the levy is to give the capacity needed to demonstrate the value in an interim period as a step, so in five years it is not such a big ask to do it all at once.

### **New Business**

#### **Resolution No. 2023-02, Land Use Planning Services Fees**

C.A. Dahl reviewed that the City of Dundee contracts with City of Newberg for land use planning services. It was noted that Newberg is implementing a cost increase from \$90.90 to \$96.72. C.A. Dahl discussed that if this cost increase is not approved by Council, the City of Dundee would need to source a new contractor by June 30, 2023. C.A. Dahl suggested approving this new cost increase. Councilors agreed that it would be a learning curve for a new contractor, which could potentially adversely affect the City of Dundee in the short-term. C.A. Dahl reported that the current planning system is working for the City of Dundee; the current process was reviewed. C.A. Dahl discussed potential options moving forward. C. Adlong inquired about the contract with the City of Newberg. C. Atty Kahl stated that the contract with Newberg has been in place since 2008. He noted that there is a condition to review and adjust rates every July. C. Atty Kahl explained that there are provisions that have to be followed if City of Dundee wants to go a different route. **A motion** was made and seconded to approve Resolution No. 2023-02, a resolution authorizing a change in the fee for planning services provided by the City of Newberg to the City of Dundee. **The motion** passed unanimously.

#### **Planning Commission Appointment**

Council reviewed two Planning Commission applications as provided in the meeting agenda packet.

Logan Leichtman, 960 SW 9<sup>th</sup> Street, approached Council and discussed that he has wanted to be involved since he moved to the city, though he had to wait the one-year requirement. He explained that as a land-use attorney he is often in front of planning commissions; Leichtman discussed that he wants to be proactive and get involved with the other side. C. Adlong asked if he could have the city's best interest as a planning commissioner while employed as a land use attorney. Mr. Leichtman advised that he does not have clients in the City of Dundee; however, if that issue arose he indicated that he would not choose to represent the client or would recuse himself from the commission.

Rebecca Kerr, 1239 SW 1<sup>st</sup> Street, approached Council and reported she has owned property in Dundee for a year and a half and lived in the city of Dundee since August. Kerr reviewed that she has a background in architecture and in planning. She grew up in a city about the size of Dundee. She indicated that she wants to be involved in the community. C. Adlong asked about her experience in planning which Kerr reviewed.

C.A. Kahl reviewed that in the City Charter it states the vacancy may be filled by appointment of Council. Section 7.4 includes all appointees to boards, committees or commissions must reside in the City of Dundee for at least a period of one year. The charter defined Kerr as not eligible for the Planning Commission appointment at this time.

**A motion** was made and seconded to appoint Logan Leichtman to the Planning Commission of the City of Dundee. The **motion passed unanimously**. Kerr was encouraged to reapply when she is eligible.

## **Council Concerns and Committee Reports**

C. Adlong provided an update on the restroom project at Tipsu Palach Park. She explained that the restroom location has changed. The slope at the back of the park prohibited the sewer line in that location though two additional locations are being evaluated - one location at the north side of the park near Alder Street and the other as you enter the park from Neiderberger Road immediately to the left on the grassy section next to the public works drive. It was noted that C.E. Reid and staff felt that the latter would be the best location for parking and handicap access to the restrooms. The entrance would be where the turnaround is at the public works drive.

C. Adlong provided an update on the parks grant applied for last fall. She explained that if successful, the city would receive a grant in the amount of \$250,000 dollars from the Land & Water Conservation Fund. At this time, she explained, all submitted applications have been approved though the next step is a project presentation. C. Adlong discussed that the grant subcommittee will prepare a presentation.

## **Mayor's Report**

None; Mayor Russ was not present.

## **City Administrator's Report**

C.A. Dahl discussed that the new SCADA system was installed today. He briefly discussed that it is up and running, and the city now has a SCADA system that will work. It was noted that the SCADA is a computer system that monitors the water and sewer. It communicates with staff when there is an issue. It has sent out incorrect information in the past, but corrections have been made.

C.A. Dahl discussed that the city is in the process of transitioning from Blackpoint IT to Ricoh IT. He noted that the process of changing over is more involved and lengthier than he anticipated but should be complete on February 28, 2023.

**Public Comment**

None.

**Executive Session**

The City Council entered Executive Session at 8:40 P.M. in accordance with ORS 192.660 (2)(d) to consider deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session ended at 8:50 P.M. and Council did not reconvene.

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Storr Nelson, City Council President

Attest:

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Steve Dahl, City Administrator/Recorder

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**City of Dundee  
City Council Meeting Minutes  
March 21, 2023**

**Call to Order**

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

**Council and Staff Attendance**

Mayor David Russ; City Councilors Jeannette Adlong, Tim Weaver, Storr Nelson, David Ford, and Bruce Starr. Absent: Councilor David Hinson.

Staff Attendance: Steve Dahl, City Administrator (via Zoom); Matthew Kahl, City Attorney; Greg Reid, City Engineer (Via Zoom); Chuck Simpson, Public Works Superintendent; Jeff Myers, Fire Captain; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Linda & Tim Stock; Jacqueline J. Rankin; Bill Killgore; Forrest Byerly; Mike James; Bill Carpenter; Peter Lines; Mary Lines; Don Lowe; Angela Yash; Chris Kopp; Art Pohl; Logan Leichtman; Monte Glud; Jared Isaksen; Alex Chipper; Michael Peters; Greg Bickell; Lisa Peck; Jeff Peck; Allen Holstein; Darrin Dykes; Kit Johnston, Yamhill County Commissioner; Bea Jones; Keith Jones; Mark Teeter; and Thomas Cody, Manager, Outpost Holdings, LLC (8:25 P.M.) via Zoom.

**Agenda Changes**

None.

**Public Comment**

None.

**Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, March 7, 2023; Item 4.2 Council Goals; and Item 4.3 Public Works Report. It was noted that the Item 4.1 City Council Minutes from March 7, 2023 are not yet available. **The motion** was restated and seconded to approve Consent Agenda Items 4.2 City Council Goals and 4.3 Public Works Report. **The motion** passed unanimously.

**Old Business**

**Newberg-Dundee Water Plant Project**

M. Russ reviewed that C.A. Dahl provided a thorough memo in the meeting agenda packet beginning on page 9. M. Russ provided background information regarding the process and discussed that the city has been considering water future since his tenure on the Council of nine years. He explained that at this point in time the city has more than enough water capacity to serve the citizens of Dundee, including enough to cover approximately just under half of the Riverside Expansion Plan. Discussion ensued regarding the present city wells and studies completed regarding potential future wells (which were not considered to be favorable). M. Russ reviewed that the City of Dundee does have an unperfected water right on the Willamette River. He briefly reviewed the events leading up to the decision which needs to be made tonight regarding the Newberg-Dundee Water Plant Project. M. Russ stressed that Council is extremely concerned about ensuring that there is water for perpetuity for the City of Dundee.

Chuck Simpson, Public Works Superintendent, reviewed that the city wells are in pretty good shape with good recovery in the summertime when demand is high. He discussed that summers can be challenging with keeping the reservoirs topped off. Simpson noted that there has not been a low well issue in quite some time.

Jacqueline Rankin, 860 SW Red Hills Drive, approached Council and provided public comment regarding her opposition to the Newberg-Dundee Water Plant Project. Council addressed her questions pertaining to the urban growth boundary as it pertains to the Riverside District. Rankin also discussed her concerns and opposition to development in the Riverside District. She shared her opinion that Dundee has sufficient water right now and felt that combining with Newberg is unacceptable. Rankin also expressed frustration with her understanding of her utility bill and the billing system in general. She requested that a copy of the next approved budget be mailed to her.

Chris Kopp, 1010 SW Red Hills Drive, approached Council and shared that his wife, Jeanne Callahan, has participated on the Budget Committee. Council addressed questions presented by Kopp with regard to the water plant to be built in Newberg. M. Russ discussed that his understanding is that the water would be purchased from Newberg at “cost” (operational costs of production). It was noted that this specific cost information is not available at this time which Kopp found to be concerning. Comparatively, it was noted that if Dundee built its own water treatment plant, there would be a production cost as well, in addition to the cost of the facility itself. Additional percentage cost information was reviewed. Kopp expressed concern that not all of the cost information has been provided in order for Council to make the most informed decision. Additionally, he expressed concern that utility bills in Dundee would increase if the Council moves forward with the Newberg-Dundee water plant project. M. Russ discussed the importance of Dundee looking ahead to address water needs for the future of the city. C. Ford discussed the importance evaluating opportunities presented to determine the best direction for the City, as well as receive community feedback, though he noted the process is on a short timeline. It was noted that opportunities for the future are unknown at this time.

Jared Isaksen, 22960 NE Hagey Road, introduced himself to Council and explained that though his address is located outside of the city limits, he does get his water from the city. He voiced appreciation for the process this evening and explained that he does have some experience with water projects. Isaksen discussed that he used to work for the City of Tigard and was on the Willamette Intake Facility Project with Tualatin Valley Water District. He stated that he is in favor of the Newberg-Dundee Water Plant Project moving forward. He voiced support that joining Newberg could provide Dundee with some needed capacity down the road and as a back-up for emergency use as well. Isaksen also encouraged Council not to let their water rights on the Willamette lapse; those rights are precious and even though there is an opportunity to join with the Newberg facility, down the road that additional capacity could be needed. He encouraged Council to move forward with both opportunities; the opportunity to work with Newberg is already well into the process and much further ahead than a potential process with a Dundee facility. Isaksen discussed that these processes take time and the costs of completing projects of this nature continue to increase.

Don Lowe, 959 SW Seventh Street, introduced himself to Council and voiced that he does not support joining with the City of Newberg and would more support Dundee being independent and having their own water treatment plant. Lowe expressed concern about the city providing water service to those outside of the city limits; discussion ensued. M. Russ briefly described the process by which those outside of the city limits pay for their water use at a higher rate, which helps support the entire water system. Lowe expressed concern about the citizens of Dundee being responsible for paying for the future water needs of the Riverside District, though noted that his understanding had been that the new development would cover those costs. Lengthy

conversation ensued regarding potential funding sources for the future water needs of Dundee. Lowe voiced concern about information being provided in a more timely manner so that the citizens of Dundee know about the events taking place at the City Council meetings. The process by which the meeting agenda information is provided on the city website was discussed.

Monty Glud, 23350 NE Hagey Road, introduced himself to Council and noted that he lives outside of the city limits. He discussed that he has lived here for 54 years and has seen the water situation come and go. Glud expressed concern about making a deal with Newberg with regard to a water plant and indicated that he is not in favor of the project. Conversation ensued. Glud encouraged the Council to move forward with their own endeavors for water without assistance from Newberg.

Darrin Dykes, 540 SE Locust Street, introduced himself to Council and voiced that he does not support moving forward with the city of Newberg. He explained that his opinion is primarily due to the fact that the ownership clause was struck from the agreement; discussion ensued. Dykes voiced support for a long-term solution involving utilizing Dundee's water rights. He suggested that the city invest in better email communications technology; he noted that he is available to recommend or assist in this process, if needed.

M. Russ clarified basic information pertaining to the water billing rate structure and explained that in the summer there is no increase in the rate unless more water is used; irrigation rates are in effect during the summer months. C. Ford voiced appreciation for those in attendance at the meeting tonight and thanked those who made public comments. He asked the audience to indicate by a show of hands their support of connecting with Newberg for water. A clear majority raised their hand in favor of the City of Dundee completing their own infrastructure.

M. Russ discussed the additional information was provided at the beginning of the meeting which Council has the option of discussion in executive session later in the meeting. The consensus of Council was to take no action to move forward on the Newberg-Dundee Water Plant Project.

### **Update on Levy**

Jeff Myers, Station Captain, approached Council and provided an update. He discussed that the levy would provide an additional three firefighters to their staff and allow for 24/7 coverage. Captain Myers explained that everything is moving forward on track for the May ballot; paperwork was submitted yesterday (March 20, 2023). He discussed that they have gotten permission from some property owners to hang banners to provide awareness. Myers announced that the Dundee Volunteer Association is hosting a pancake feed on April 2, 2023. It was noted that there will be a meet and greet with citizens off-site to provide additional information. Myers referenced the laminated information cards provided and encouraged Council to write an advocacy letter to the local newspaper. Firefighters will also plan to canvass the local area on two Saturdays, though no dates have been scheduled yet. Myers noted that they also plan to hold a couple of Town Hall meetings for public comments. C. Ford reviewed that a statement of support from City Council was filed at the Yamhill County Clerk's Office yesterday. He discussed that an open house will be held though the date has not yet been set.

## **New Business**

### **Vac Truck Approval**

Chuck Simpson, Public Works Superintendent, was present and available to answer questions. C. Ford suggested revisiting this potential expense during the upcoming budget cycle to better evaluate funding. Simpson explained that if ordered now, the vac truck would take approximately 12 months to arrive, and would hopefully arrive within the next fiscal year. He

discussed that the vac truck would be used for sewer cleaning, storm line & sewer line cleaning, catch basin cleaning, water maintenance, and will provide public works with an opportunity to complete tasks in the city which haven't been completed in 20+ years. Simpson discussed that at this time the work must be contracted out; without the new truck, the work to complete those cleaning processes will all need to be accounted for in the budget. It was noted that no additional staff will be required to operate the vac truck. C. Atty Kahl reviewed that he contacted Owen Equipment given that the quote had expired last November; he was told that the quote is actually still good though there would be a slight difference in the price with an approximate \$7300.00 discount added. It was noted that this price would be valid through the middle of May 2023; the budget process would be complete prior to this time. C. Atty Kahl discussed that there was some uncertainty about whether a 2024 or 2025 version chassis would be provided in the truck when he spoke with the representative. The consensus of Council was to evaluate the purchase of the vac truck during the upcoming budget process.

### **Purchase of Water Meters**

**A motion** was made and seconded to approve the purchase of the 2" water meters at a price of \$24,316.15 as provided in the quote from Correct Equipment. Simpson noted that these meters are replacement meters for 20+ year old meters. Brief discussion ensued regarding the future replacement of old residential meters. **The motion** passed unanimously.

### **Grant from IFA for Water Study**

C.A. Dahl experienced technical difficulties attempted to communicate on Zoom. It was noted that the application would need to be updated before moving forward with the grant. The consensus of Council was to table this item until an update is received from C.A. Dahl.

### **Legislative Ask**

C. Starr provided background information and discussed that he feels there is an opportunity for the city to ask the legislature to assist with various projects. He suggested that time is of the essence in completing the funding request given that the legislative session is under way. C. Starr recommended that M. Russ or a Councilor deliver the request to the legislature; he offered to complete the task if Council desires as he frequents the capitol nearly every week. Thoughts and ideas for a preferred project idea were discussed at length. C. Starr suggested putting together a list of potential project ideas to be considered and making a decision at the next Council meeting.

### **Council Concerns and Committee Reports**

C. Ford discussed that Cathedral Ridge tasting room has been placing their sandwich board signs in the middle of the sidewalk area. He explained that he did bring this to their attention though the signs continue to be placed on the sidewalk. C.A. Dahl indicated that he will check into this concern.

C. Adlong discussed that the city is in the running for a grant from the Land & Water Conservation Fund for tipsu palach park. She explained that this Thursday they will be providing a 20 minute presentation to the grant committee. It was noted that they should know the outcome of whether or not they will likely receive the \$250,000 grant by the end of that day.

### **Mayor's Report**

None.

## City Administrator's Report

C.A. Dahl discussed that the Tourism Committee has applied for two grants from the Oregon wine license plate – one is for an evening art walk program and the second is a planning grant to assist with developing a marketing plan.

C.A. Dahl discussed that he spoke with the Superintendent of the Newberg-Dundee School District about purchasing the elementary school from them; he was intrigued by the concept and working with them, and was also thoughtful about potentially changing their ownership of Billick Park since they are now moving the school. C.A. Dahl informed that they have a meeting date set for the first Thursday in April to continue their discussion.

## Public Comment

Alex Chiper, 520 SW Fifth Street, approached Council and voiced appreciation for their volunteer work in their positions on Council. He described in detail to the audience how to find out information about upcoming City Council meetings, etc., in case they are interested. He encouraged the audience to attend future City Council and Planning Commission meetings if they desire to be more informed and involved. Chiper provided brief discussion about his thoughts regarding future city planning and processes, as well as his thoughts on utility billing.

Jacqueline Rankin, 860 SW Red Hills Drive, approached Council a second time to provide additional public comment. She voiced concern about her water bill as it relates to the size of her service line and the water rate base. M. Russ suggested that Rankin contact C.A. Dahl at city hall to receive a full detailed explanation about her utility bill. Rankin inquired about how many bond issues the city is paying on presently to which C.A. Dahl informed is only one for the fire department. She inquired about the interest rate which Council felt to be low (under 3%) though the information could not be confirmed at the meeting tonight. Rankin discussed that she doesn't use a computer and is unable to access information online; she would prefer information be provided on paper and sent out in the mail. Rankin expressed concern about future growth in the Riverside area and the urban growth boundary. She voiced support for the future purchase of the vac truck. Rankin voiced concern about those outside of the city limits who are able to use city water.

Though the addition of an Executive Session had been previously discussed at the meeting, the consensus of Council was to omit this from the meeting agenda and it was not deemed necessary.

The meeting was adjourned at 9:04 P.M.

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David Russ, Mayor

Attest:

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Steve Dahl, City Administrator/Recorder

**City of Dundee  
City Council Meeting Minutes  
April 4, 2023**

**CALL TO ORDER**

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

**COUNCIL AND STAFF ATTENDANCE**

Mayor David Russ; Council President Storr Nelson; and City Councilors Jeannette Adlong, David Hinson, David Ford, Bruce Starr, and Tim Weaver.

Staff Attendance: Steve Dahl, City Administrator; Brandon Hamilton, Fire Chief; Chuck Simpson, Public Works Superintendent; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance: Alex Chiper, 520 SW Fifth Street.

**AGENDA CHANGES**

City Council Minutes, February 7, 2023, and City Council Minutes, March 21, 2023 were provided to Council; they will be added to the April 18, 2023 consent agenda.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Action: To approve the consent agenda;

- 4.1 City Council Minutes, March 7, 2023
- 4.2 Budget Update
- 4.3 Fire Department Update
- 4.4 Public Works Update

Chuck Simpson, Public Works Superintendent, addressed brief questions pertaining to his report on page 46.

Motion: C. Nelson

Second: C. Ford

Vote: Unanimous in favor.

## **OLD BUSINESS**

### Legislative Ask

Action: To approve both requests to move forward to the state legislature.

The Council discussed:

- Including both project choices in the legislative ask; this could be beneficial.
- A future development is including the development of Eighth Street in their plan; a \$1.5 million grant was provided to the developer through DURA. If additional funds were received for the Eighth Street project, it would potentially reduce the amount of grant funding that DURA would provide.
- There are no guarantees for either project; in the future, Council should begin discussions in November prior to when the legislative session begins in January or February.

Motion: C. Starr

Second: C. Ford

Vote: Unanimous in favor.

### Levy Update

C. Dahl provided an update. C. Ford indicated that he filed the paperwork and paid the \$250 fee; Council members were invited to contribute funds to offset that expense, as well as encouraged to attend either of the scheduled open house events. It was noted that the open house events are being advertised on the fire department reader board as well as on social media. Chief Hamilton noted that the Voter's Pamphlet published electronically today.

## **NEW BUSINESS**

### Audit Presentation

C.A. Dahl explained that the audit information was provided though the auditors were not available to attend the meeting tonight to present and discuss their report; this will be scheduled for a future Council meeting. C.A. Dahl addressed initial Council questions and concerns. The challenges of completing the audit tasks with new staff, as well as a new auditor, were discussed. Council discussed that thorough and detailed analysis information was not included in the audit report as provided in previous years.

### Minutes Review

Council reviewed and discussed minute samples provided in the agenda packet. Discussion ensued regarding regulation requirements for minutes, length and detail, and preferred format and style. The consensus of Council was to move towards a meeting minutes format most similar to the City of Newberg.

### Surplus Equipment Sale Fire Department

Action: To declare the slip in unit bumper/winch a surplus designation.

Council had only brief discussion.

Motion: C. Hinson

Second: C. Starr

Vote: Unanimous in favor.

### Bark Dust on 99W

Action: To approve the purchase of dark fir bark dust from Rexius at a cost of \$8560.

Council discussed:

- Bark dust locations
- Application of bark dust along Hwy 99W requires an ODOT permit (free), which will all for moving traffic control.
- PW will try to utilize nearby side streets as much as possible to access Hwy 99W

Motion: C. Starr

Second: C. Weaver

Vote: Unanimous in favor.

### Surplus Equipment Sale Public Works

Action: To authorize the 1995 GMC to be designated a surplus item.

Motion: C. Star

Second: C. Nelson

Vote: Unanimous in favor.

## Purchase Of WWTP Pump & Mixer Service

Action: To accept the bid for \$5504.00 from Xylem for the headworks/feed forward pumps and anoxic mixers.

Motion: C. Weaver

Second: C. Nelson

Vote: Unanimous in favor.

## **COUNCIL CONCERNS AND COMMITTEE REPORTS**

- C. Ford expressed appreciation to Melissa Lemen for completing the minutes.
- C. Ford expressed concern about sandwich board signs continuing to be left in the middle of the sidewalk at several businesses along Highway 99W. C.A. Dahl discussed that he has driven past to check several times last week and this week and not noted the signs to be placed in the middle of the sidewalk; businesses are allowed to place signs on the sidewalk (in the city right of way) though not in the middle of the sidewalk. C.A. Dahl offered to review the code a second time and provide the link to interested Council members as well.
- C. Nelson discussed that Potcake Cellars is experiencing delays obtaining answers to questions about signage at their location (they took over the Methven Tasting Room). Brief discussion ensued and C.A. Dahl offered to check into the matter.
- C. Hinson inquired about the quarterly city newsletter. C.A. Dahl informed that the spring newsletter will be sent out by the end of April; staff is working on it. Council was invited to email their newsletter suggestions.
- C. Adlong discussed that the grant committee that was working on the federal government grant provided a presentation a couple of weeks ago and were recommended for funding, although it has not been finalized yet; the process will take several months. It was noted that Dundee ranked fourth out of ten applicants. C. Adlong explained that receiving the grant will delay the construction of the restroom until fall. The grant would allow the park to be built out including the structures over the tables, the large picnic structure, additional equipment for bikes, and additional landscaping, etc. C.A. Dahl has discussed the grant opportunity with Romtec (the company who will construct the restroom); they have pushed back the construction of the restroom to August/September 2023. C.A. Dahl discussed that he received an email

today with a reminder that part of grant criteria includes a “buy American” component; the stonework previously selected is not from America and therefore a new selection will need to be made; C.A. Dahl will forward the email to C. Adlong for review.

- C. Starr inquired about conversations with the school district regarding the disposition of the existing elementary school. C.A. Dahl informed that he will be meeting with the school district on Thursday, April 6, 2023, at 9:00 A.M. He offered to provide an update at the next Council meeting.

## **MAYOR’S REPORT**

- M. Russ discussed the topic of public comments at City Council meetings:
  - Public comments are generally not a question & answer session.
  - Council rules do state a 3 minute time limit, though 5 minutes are often allowed.
  - M. Russ will consider reducing the time limit to a firm 3 minutes if there are many who wish to provide public comment.
  - M. Russ discussed the potential benefits and challenges that can occur during Q&A public comment, though it could be helpful in situations where the public is invited to assist in decision making where there were limited information opportunities.
  - Council was encouraged to be conscientious of their interaction with those providing public comment.
  - It was suggested that general meeting etiquette encourages Council to go through the Mayor as the channel to communicate with the public as opposed to Councilors having direct communication.
- M. Russ expressed concern about the property located at 309 Highway 99W regarding compliance issues surrounding vehicles displayed for sale. C.A. Dahl discussed that he met with the property owner last week to discuss the concerns. C.A. Dahl has compiled a checklist of requirements, including the need for a conditional use permit, which will be provided to the owner; he will set up an appointment with the property owner.

## **CITY ADMINISTRATOR’S REPORT**

- C.A. Dahl discussed that he has finished the outline of the budget, though there are still some things he needs to address. He indicated he will plan to discuss budget information with supervisory staff. C.A. Dahl advised that the first Budget Committee meeting will take place the last week of April.

- C.A. Dahl discussed that he is working with 925 Hwy 99W (the old transmission shop) as the property owner is having difficulty bringing things up to date; he may consider providing information to DURA as the property owner may be seeking assistance in making the improvements.
- C.A. Dahl reviewed that he and Simpson met with both Wine by Joe and 12<sup>th</sup> Street Winery to discuss the affluent coming through the pipes and impacting the WWTP. He explained that 12<sup>th</sup> Street has a nice system, and the city hasn't noted an issue in the past couple of years. Wine by Joe wasn't aware of the issue causing a problem and are working to address the problem with preventative measures. It was noted that there will be a plan in place by harvest.
- C.A. Dahl provided a brief update regarding the application process involved with the Terrain project; at this time they are still planning to move forward. There was brief discussion.
- Brandon Hamilton, Fire Chief, provided a brief update on the Volunteer Fire Department Pancake Breakfast. He expressed appreciation to Jody Kropf at Red Hills Market for providing all the food for the breakfast. Hamilton noted the net total for the event to be approximately \$4300, which is not as high as it has been in years past though was increased from last year. It was noted that TVF&R in Newberg will no longer have their annual pancake breakfast.

## **PUBLIC COMMENT**

None.

The meeting was adjourned at 8:11 P.M.

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David Russ, Mayor

Attest:

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Steve Dahl, City Administrator/Recorder

Goal #1 - Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation, and value to the community					
		Priority			
			OBJECTIVES		
			ACTION THIS MONTH	LAST QUARTER	FY 22/23
1	Evaluate and adopt Transportation SDC's	2			
2	Develop a long-term strategy for water resources	2	Council decided to not work with Newberg on water treatment plant. Need to start creating plan to build own treatment plant	Started working with attorneys office to develop partnership agreement. Went to Council with information about preliminary costs and possible loan agreements. Also was asked to apply for grant for planning. Presented Council with choice to approve working with Newberg for water treatment or build your own plant.	Met with contractors (GSIWS) to develop water usage plan and long term plan for available water.FGSIWS has finished its overview and is developing a final report.
3	Evaluate financial alternatives and new financing options for all Facility Plans and associated identified capital improvements including current fund balances/loans to assess potential cost savings, loan refinancing, and/or other sources to fund improvements.	2			
4	Continue to assess and influence completion of all aspects of the full bypass.	2		Made the first payment on the new loan for bypass. Received signed and approved contractor phase two of the bypass project.Attended the bypass meeting	Council approved the Bypass Committee to go to the State Board to borrow more money for section 2 of the bypass plan
5	Develop and implement a landscaping and maintenance plan for Highway 99	2	Staff started cleaning up and will put in bark dust on southwest side of 99W	Talked to CPRD about paying for them to hire a part time person to work on 99W and Dundee Parks. Bryan Stewart agreed to help redesign flora and fauna on Highway 99W. Bryan Stewart has started working with Public works to develop landscaping in front of the Mexican Restraint. He will also develop a plan for 99W. I am putting forth an idea to Tourism Committee to have \$50,000 taken out of 2023-2024 budget to develop and implement this plan	Hired full time person started July 11. Met with Chehalem Parks and Rec to discuss the continued work on Hwy 99 and agreed to start planning on river side of 99W to match the north side of Hwy 99W. Also agreed to pay half of the cost if a full time summer seasonal with half of their time working of Hwy 99W and the sign area.
6	Prioritize and fund several projects in the Transportation System Plan (TSP), including the use of SDC's or other city or grant revenue sources to support transportation improvements and needed maintenance.	3	Final plan for 9th Street presented to city council for approval		
7	On-going Inflow & Infiltration (I&I) reduction (Goal of no DEQ violations and continuing reduction from year to year).	4	New SCADA system up and running. Met with wine producers to discuss effluent into the system.	Finished the first year of sealing the sewer lines to cut do	Developed a bid for new SCADA system to manage the sewer and water flows. Finished putting in the membranes at the WWTP
8	Pave all streets (no gravel roads).	4			
9	Research/plan for accommodating future staff levels needs at / City Hall and/or evaluate partnership opportunities with CPRD and Newberg/Dundee Police Department for shared space.	4		Have hired Melissa to take over as accounting/payroll clerk and hired a temporary person to work as assistant In the process of hiring a replacement for Melissa's position.	Hired a part time person to help put files away and clean up paperwork issues. Hire RICH0 to come and do an IT checkup for city systems and to develop five year IT plan.
10	Continue implementation of street maintenance plan. Goal of meeting Pavement Condition Index (PCI) of 85% by 2028.	4		Turned into the state the required street update of the road conditions	
11	Promote water conservation (public and private) in the City and water losses via city distribution piping network.	4	Will replace the 2" meters in coming months	Started buying new meters to replace the mechanical meters	
12	Encourage reduction of traffic on 99W by evaluating alternative routes and methods in conjunction with ODOT and Yamhill County, including participation in planning efforts.	4			
Goal #2 – Provide proper planning, zoning, and codes to manage growth in the City while improving overall livability, enhancing historical qualities and maintaining Dundee's unique character.					
			OBJECTIVES	LAST QUARTER	FY 22/23
			ACTION THIS MONTH		

1	Look for partnership opportunities for yearly spring clean-up events (ex: SOLV event, local Rotary or Boy Scouts). Support CPRD in their weed eradication efforts.	1		Set up meeting with Waste Management for spring clean	Met with Waste Management they agreed to provide bins for city wide clean up spring 2023
2	Improve the visual appearance of downtown through education, code enforcement and public property beautification and maintenance	1	Working with out of compliance businesses to be brought into compliance and improve visuals on 99W	Working with CPRD to improve visual downtown. Also w	Long grass was cut by city contractor for people who did not do when asked, bills sent out. One food cart moved to location approved by city working with County health to contain the grey water.
3	Develop public parking plan.	1	Asking Urban Renewal to support RMP	Asking Urban Renewal for study of parking on Highway	Budget Committee approved funding consultant to work on downtown plan
4	Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan. Complete Riverside Zone changes and Design Standards.	2			Discussed with State Parks about working together to create a regional park. Right now a no go.
5	Integrate unique identity elements within Improvement Design Standards.	2			
6	Develop plan for Dundee Visitor Information using modern media with public restrooms.	2	Council has approved plan for restrooms at tipsu palach Park and city has received grant to finish park plan for tipsu palach	Received Grant from Oregon Parks Department for Restroom. Council approved contract for building of the restroom at tipsu palach Park	Received Grant for public restrooms at tipsu palch Park
7	Update development codes, focusing on park land dedication and on-site storm water management for new developments.	4		Contacted MWVCOG about hiring them to review the STR code and the mushroom rules. Met with MWVCOG to set out goals for short term rental code update. Also, to develop mushroom ordinance. Currently trying to work with other small cities to create a boilerplate with MWVCOG. That could be adapted to each small cities needs.	
8	Council to meet jointly with Planning Commission as needed to outline and coordinate activities, objectives, and priorities. Conduct annual joint Planning Commission and City Council work sessions, especially upon completion of bi-annual Goal Setting update and community surveys.	4			
9	Encourage and provide Planning Commissioners with on-going training opportunities, seminars, or on-line videos.	4	Sending two Planning Commissioners to online training.		Held a training session on the rules and code of ethics for the planning commission
Goal #3 – Develop and manage an integrated system of parks, paths, and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.					
			OBJECTIVES	LAST QUARTER	FY 22/23
			ACTION THIS MONTH		
1	Complete a process to secure permanence of Dundee-Billick Park. Conduct outreach to school district and Chehalem Parks and Recreation Department (CPRD) for updates and potential partnerships.	1		Met with School District to discuss future of Billick Park. Have received mixed signals on if the school district would sell Billick Park to a developer. Researched the history of Billick Park. Met with Superintendent about the City purchasing Billick Park along with the school.	Met with SEDCOR who is managing a plan to provide workforce housing in the Dundee/Newberg area about creating workforce housing at the old school site. Next step is to talk with New Superintendent
2	Seek alternative sources of funding for parks development and maintenance	1		Looking to use tourism dollars to fund parks maintenance	Community group submitted a grant to build restrooms at new park. Received restroom grant.
3	Actively participate in planning for reuse of the existing Dundee Elementary School and planning and design of the new elementary school and property.	1	Talking to school district about buying elementary school and park. If approved will do an RFQ for best use.	Land use change from agriculture to public coming before the planning commission in November. Staff continues to work with school development team for the development of the new elementary school.	Suggested to School District to go out for a RFQ for the elementary school property. Working with school Architects to develop plans for new school. They will need to start the green train but don't need to put in sewer bypass.
4	Restore public access to riverfront	1			

5	Create and adopt a Riverfront Development Plan and Strategy	2			
6	Develop short and long-term strategies for the conversion of existing wastewater treatment facility lands toward future park, paths, and open space use in order to promote wildlife and wetland habitat restoration at former wastewater treatment lagoons	3			Have received information about what is needed to create a wetland bank.
7	Interconnect Harvey Creek (Trail), Harvey Creek Springs and Viewmont (Greenway Park) properties via trails.	3			
8	Improve non-motorized connectivity between the hills, the river, and neighboring communities through coordinated trail system.	3			
9	Continue to implement the Parks and Open Space Plan (July 2008).	4			
10	Maintain effective communication with Chehalem Park and Recreation District (CPRD) via quarterly updates from CPRD and attendance of City representative at key CPRD Board meetings.	4			Called CPRD about the large parks grant and asking that it can be change to remove non fundable items. Offered to work with CPRD in the development of the new park.
			Meeting with CPRD on a monthly basis through a zoom meeting.		
<b>Goal #4 - Actively pursue the objectives and implement the projects outlined in the Urban Renewal Plan adopted in April 2018.</b>					
			<b>OBJECTIVES</b>	<b>LAST QUARTER</b>	<b>FY 22/23</b>
			<b>ACTION THIS MONTH</b>		
1	Conduct program outreach and marketing efforts to promote interest in façade improvement program.	1		City no longer had façade improvement program	Brought suggested changes to City Council for recommendation and advise. Was asked to not move forward
2	Underground utilities on Highway 99W.	1		Continues to have meetings about undergrounding with	Engineer is meeting with PGE concerning undergrounding. CA met with Comcast discussed under grounding
3	Foster development/re-development of downtown businesses.	4	DURA gave \$1.5 million to help with infrastructure for downtown resort.	DURA gave a grant to help a downtown business do façade improvements	Met with people interested in starting a business in Dundee
			<b>OBJECTIVES</b>	<b>LAST QUARTER</b>	<b>FY 22/23</b>
			<b>ACTION THIS MONTH</b>		
<b>Goal #5 - Foster positive economic growth and pride of ownership through collaborative economic programs that promote a sense of community shared by businesses and residents.</b>					
1	Construct Welcome to Dundee sign for the south end of the City.	1			Called multiple times to get sign company to contact me back. Will move on to finding new contractor
2	Underground utilities on Highway 99W.	1		Non PGE utilities have agreed to underground when PGE does	
3	Support community events and projects and utilize Chamber of Commerce to foster a relationship with businesses to maintain and improve properties.	4		Met with group interested in having holiday event/Christmas market in Dundee	Developed temporary rules for event in tipsu polach park over memorial day
4	Feature yard maintenance/innovations/ backyard options and activities in City newsletter as information items (i.e. xeriscaping, yard waste reminders, composting suggestions and other informational items).	4		Will start producing newsletter on paper and mail to citizens	
			<b>OBJECTIVES</b>	<b>LAST QUARTER</b>	<b>FY 22/23</b>
			<b>ACTION THIS MONTH</b>		
<b>Goal #6 - Provide efficient, effective, and open government to best serve the community, increase civic involvement, and support public safety.</b>					
1	Upgrade and enhance the City's website.	1		Had outside organization review website for issues for non-visual citizens	Met with council concerning issues with upgrading website
2	Continue newsletter and explore other effective mediums for communication with the community.	1			Summer newsletter will be posted this month

3	Develop reliable documentation (i.e. log books) for public works activities, including additional administrative staff and resources.	1		Met with Chuck and discussed process. Setting up seasonal need to do lists.	Chuck is working on developing documentation books	
4	Assist Fire Department in the recruitment and retention of volunteer fire personnel and in addressing other public safety needs and funding options.	1				
5	Support creation of combined city and rural agencies into a single Fire District	1	Fire department levy is on the ballot for May	Council decided to go out for a levy. Small Group meeting to develop levy amount and marketing. Rural Fire District and City have decided on suggested increase in taxes. Union has agreed to work to support the levy.	Fire Chief will present information to council at November 1st meeting	
6	Publicly recognize community volunteers (such as parks, planning, fire, budget committees). Schedule joint Planning Commission and City Council work session for acknowledgement or add to other potential events for recognition and awards.	1				
7	On-going communication with Yamhill County, City of Newberg, and Chehalem Parks and Recreation District by encouraging attendance of City elected officials and staff at relevant meetings and participation on relevant studies, taskforces, and committees.	4	Attended City Managers lunch. Met with Newber City Manager to discuss diffent ways to work together.	Attending the MWVCOG City Managers lunch		
8	Support efforts of Newberg/Dundee Police community outreach, including National Night Out and Citizen Academy.	4		Working with Newberg/Dundee to hold a walk cross sting when school opens in the fall	Worked with police to have speed sign on 9th street over memorial day	
9	Provide a positive and rewarding work environment for City staff and elected/appointed officials which includes continuing education and professional development opportunities.	4		Continuously working to create positive productive feeling at work		
10	Conduct annual staff and City Council social events and opportunities.	4		Staff had holiday party. On March 3, hosting pizza party for staff and council in celebration of my first year in Dundee.		
11	Develop and implement a request for customer feedback for City services related to development/redevelopment with objective to improve City services. To be completed bi-annually with bi-annual Goal Setting (Council to review survey results and report as part of and to help inform Goal Setting).	4				
12	Ensure an ethic of customer service for City government.	4				



## TOURISM COMMITTEE APPLICATION

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

The duties of the Tourism Committee include:

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

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Name: Michelle L Kropf

Address: Home - 10970 NE Red Hills Rd, Dundee 97115

Bus - 155 SW 7th Street, Dundee 97115

Telephone No. 503-550-8194 Dundee Resident (Yes or No): Yes

E-Mail Address: michelle@redhillsmarket.com

Occupation: Proprietor/ manager at Red Hills Market

Educational Background: Masters degree In Occupational Theray

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State briefly your reasons for applying: I would like to promote and assist with the tourism development in Dundee. Also I'd love to give a restaurant perspective, as a restaurant owner. Tourism is great for all of our businesses and property values.  
As a business owner with multiple commercial and residential properties in Dundee I have vested interest in continuing to make Dundee a great place to live and visit!

Michelle L Kropf  
Signature

4/8/23  
Date



**To: Dundee City Council**

**From: Greg Reid, City Engineer**

**Date: 3/7/2023**

**Re: SW 9th Street – Project Update**

The attached plans are the current site plans for the SW 9<sup>th</sup> & Alder Reconstruction project for your review and comment. The City is planning to put the project out to bid on 4/19/2023. The plan for SW Alder Street includes a single bulb-out on the easterly side of the street. There were originally bulb-outs on both sides of the street until the design was revised to remove the parking and sidewalk from the westerly side of the street which eliminated the bulb-out on that side. Staff would like Council to consider the removal of this single bulb-out since it appears to create a unique traffic condition.

The project includes a new water main along SW 9<sup>th</sup> Street and a new storm system including water quality. The water quality will be accomplished using Contech filterra units. See the attached detail. Contech will be furnishing one of the units to the City and performing testing on the unit which will be retrofitted to allow infiltration through the bottom of the structure. One of the units is being oversized to provide treatment of the upstream flows which is being done as a Supplemental Environmental Project for DEQ in order to reduce the City's civil penalty.

**Council Input:**

- **Can the bulb-out along SW Alder Street be removed?**

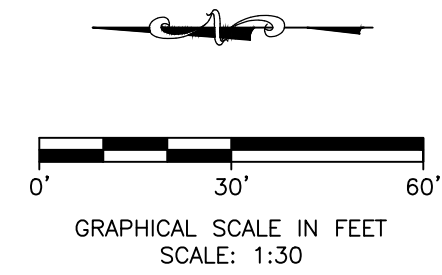
# SHEET NOTES

(SHEET SPECIFIC)

- 1 INSTALL STANDARD CURB AND GUTTER - 380 LF
- 2 FILL EXISTING DITCH
- 3
- 4
- 5
- 6
- 7
- 8



CITY OF DUNDEE  
620 SW 5th Street  
P.O. Box 220  
Dundee, OR 97115  
Ph: (503) 538-3922  
Fax (503) 538-1958



## GENERAL NOTES

(SHEET SPECIFIC)

1. FIELD VERIFY ALL EXISTING CONDITIONS AND UTILITIES.
2. PROOF ROLL & OBTAIN CITY APPROVAL OF SUB-GRADE & BASE ROCK COMPACTION PRIOR TO PAVING.
3. SEE THE CITY STANDARDS AND CONSTRUCTION NOTES FOR MORE INFORMATION.



EXPIRES: 12/31/24

NOT FOR CONSTRUCTION

CONSULTANT:  
**Streamlinewest**  
ENGINEERING LLC

PROJECT NUMBER: 23001  
**SW 9th & ALDER STREETS  
RECONSTRUCTION**

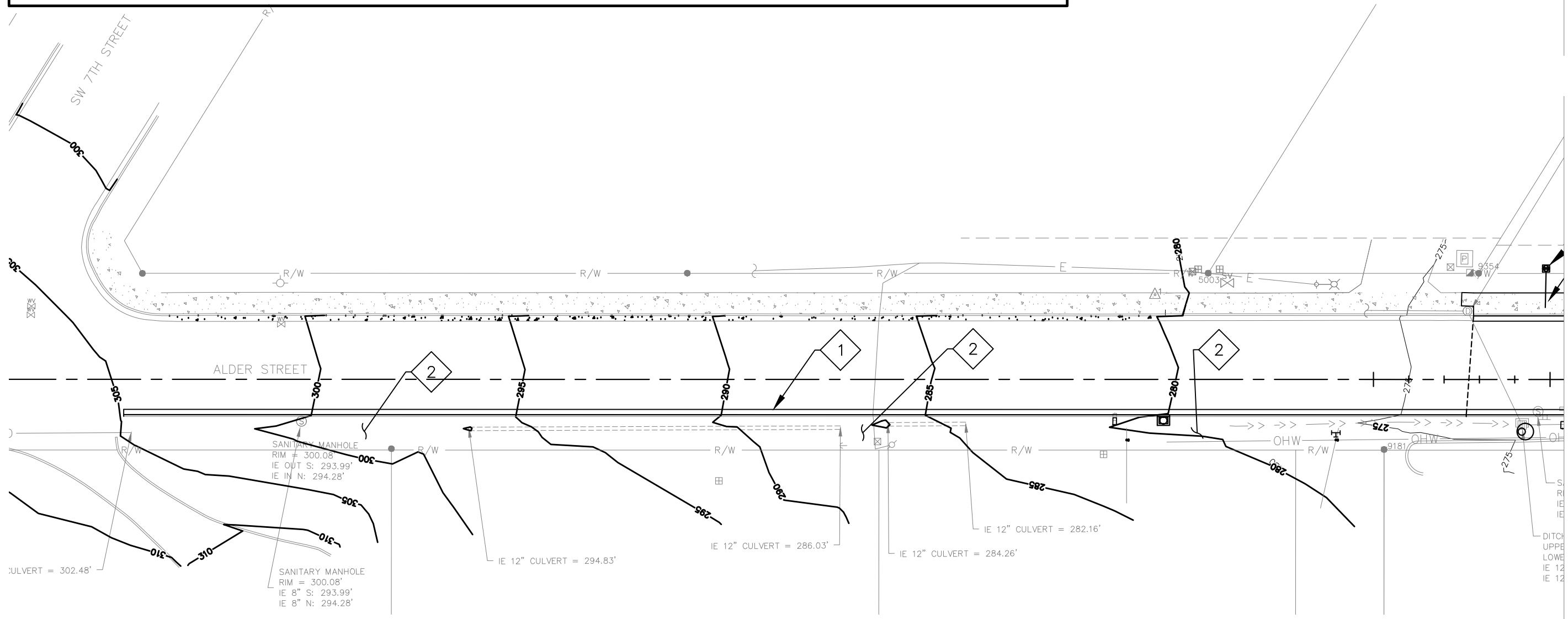
DUNDEE, OR 97115

REVISION:

DRAWN BY: GSR  
ISSUE DATE: MARCH 2023  
FILE NAME: Dundee\_SW 9th & Alder\_Current2.dwg

SHEET:  
**SITE PLAN  
1\_ALDER N**

**201**



# SHEET NOTES

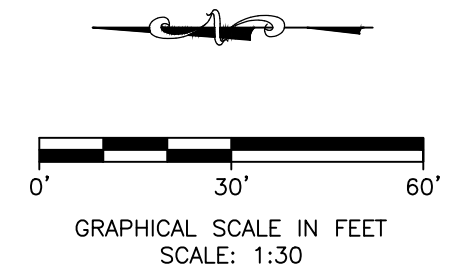
(SHEET SPECIFIC)

- 1 CONSTRUCT CONCRETE SIDEWALK PER RD720 - xx SF
- 2 CONSTRUCT CONCRETE DRIVEWAY PER RD745 OPTION L (2) - 693 SF
- 3 INSTALL STREET TREES
- 4 CONSTRUCT STANDARD CURB PER RD700 - 353 LF  
E = 6"
- 5 SAWCUT, REMOVE & DISPOSE OF EXISTING ACP, BASE & SURFACE MATERIALS  
COMPACT SUBGRADE TO 95% OF AASHTO T-180(MODIFIED PROCTOR)  
PLACE 12" COMPACTED AGGREGATE BASE - 947 SF  
PLACE 4" LEVEL 2, 1/2" DENSE ACP - 947 SF  
SEE SHEET 401 TYPICAL SECTION
- 6 CONSTRUCT 24" CURB AND GUTTER PER RD700 - 380 LF  
GUTTER PAN SLOPE = 4% & E = 6"
- 7 CONSTRUCT PARALLEL CURB RAMP PER RD920 - 1 EA  
INSTALL TRUNCATED DOMES - 10 SF
- 8 CONNECT TO EXISTING SIDEWALK

- 9 CONSTRUCT CONCRETE DRIVEWAY APRON (3) - 353 SF
- 10 SAWCUT, MATCH GRADE AND CONNECT TO EXISTING CONCRETE/ACP DRIVEWAY (5)
- 11 COMPACT SUBGRADE & PLACE 6" COMPACTED AGGREGATE BASE  
PLACE 2" LEVEL 2, 1/2" DENSE ACP - 580 SF
- 12 INSTALL NEW STOP SIGN AND BREAK-AWAY POST - 1 EA  
SEE RD
- 13 REINSTALL MAILBOXES ON NEW POSTS PER RD101 - 3 EA
- 14 ROTATE COVER TO AVOID CURB &  
ADJUST EXISTING MANHOLE TO GRADE - 2 EA
- 15 SAWCUT EXISTING ACP OR CONCRETE



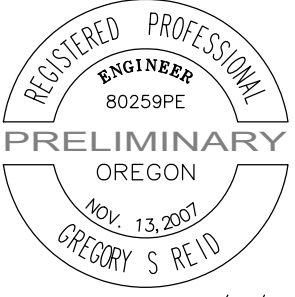
CITY OF DUNDEE  
620 SW 5th Street  
P.O. Box 220  
Dundee, OR 97115  
Ph: (503) 538-3922  
Fax (503) 538-1958



## GENERAL NOTES

(SHEET SPECIFIC)

1. FIELD VERIFY ALL EXISTING CONDITIONS AND UTILITIES.
2. PROOF ROLL & OBTAIN CITY APPROVAL OF SUB-GRADE & BASE ROCK COMPACTION PRIOR TO PAVING.
3. SEE THE CITY STANDARDS AND CONSTRUCTION NOTES FOR MORE INFORMATION.



EXPIRES: 12/31/24

NOT FOR CONSTRUCTION

CONSULTANT:  
**Streamlinewest**  
ENGINEERING LLC

PROJECT NUMBER: 23001  
**SW 9th & ALDER STREETS  
RECONSTRUCTION**

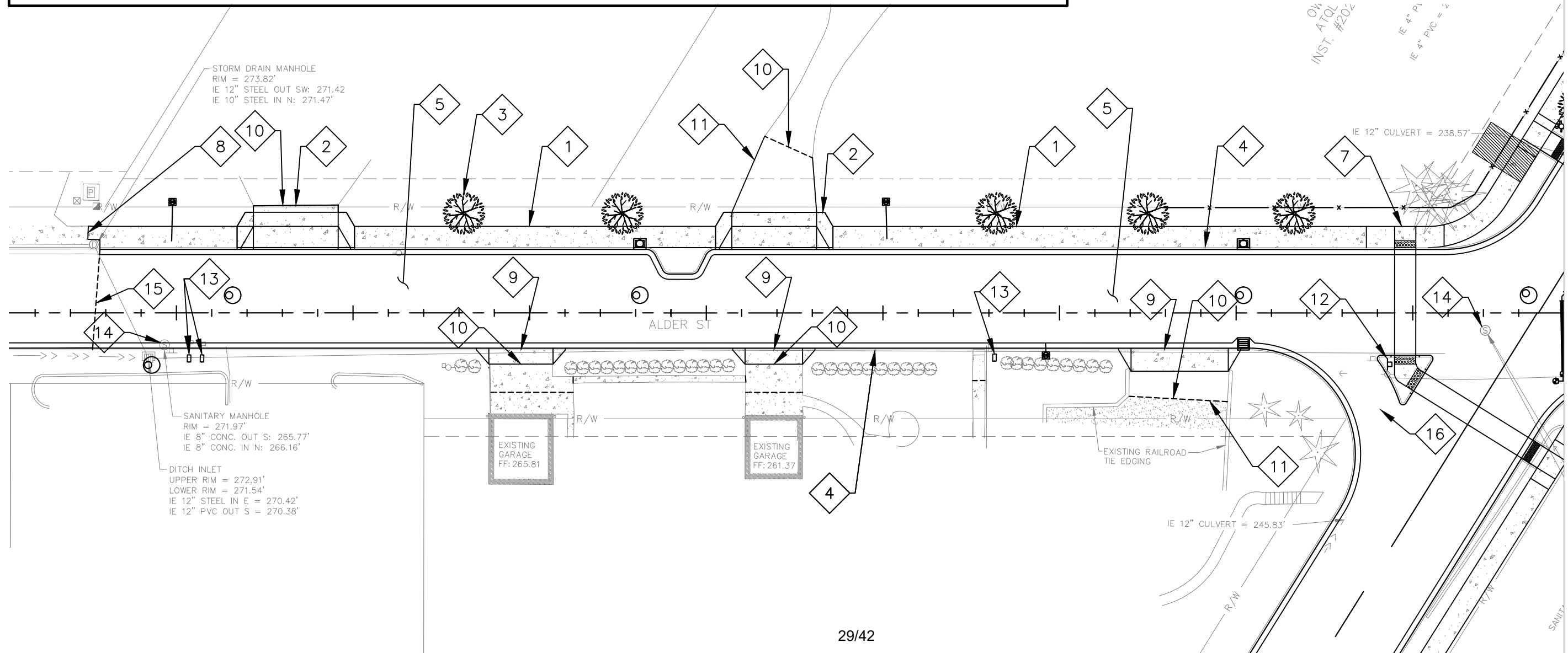
DUNDEE, OR 97115

REVISION:

DRAWN BY: GSR  
ISSUE DATE: MARCH 2023  
FILE NAME: Dundee\_SW 9th & Alder\_Current2.dwg

SHEET:  
**SITE  
PLAN\_ALDER S**

202

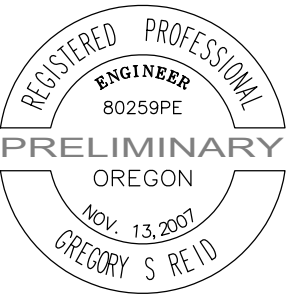
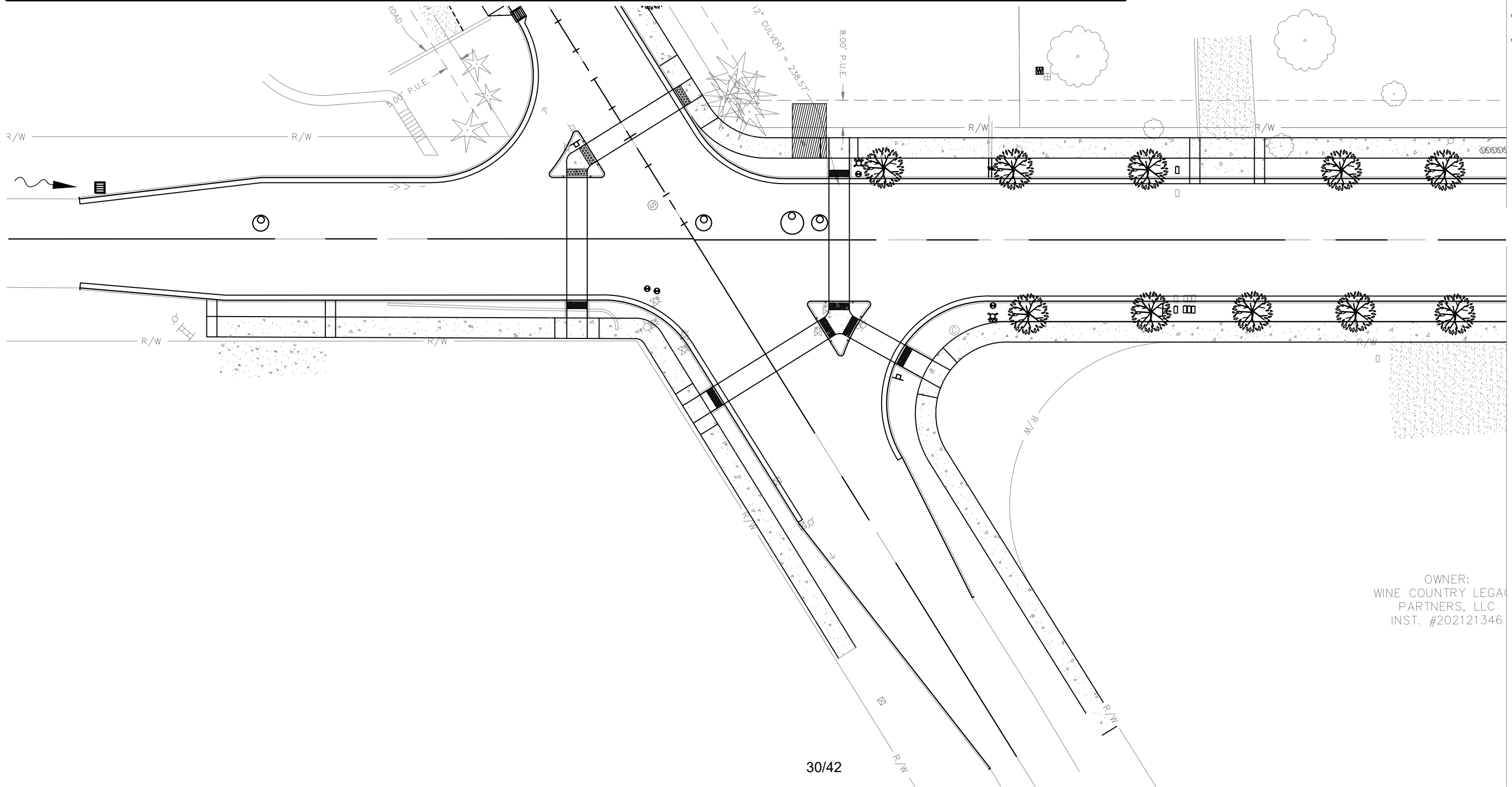
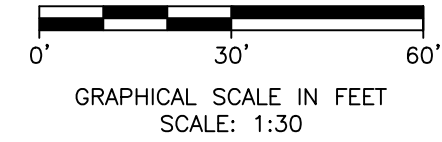


# SHEET NOTES

(SHEET SPECIFIC)



CITY OF DUNDEE  
620 SW 5th Street  
P.O. Box 220  
Dundee, OR 97115  
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Fax (503) 538-1958



EXPIRES: 12/31/24

NOT FOR CONSTRUCTION

CONSULTANT:  
**Streamlinewest**  
ENGINEERING LLC

PROJECT NUMBER: 23001  
**SW 9th & ALDER STREETS  
RECONSTRUCTION**

DUNDEE, OR 97115

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ISSUE DATE: MARCH 2023  
FILE NAME:  
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OWNER:  
WINE COUNTRY LEGAL  
PARTNERS, LLC  
INST. #202121346

SHEET:  
**SITE PLAN\_9TH  
WEST**

203

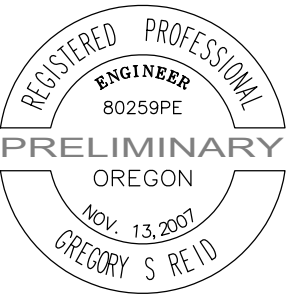
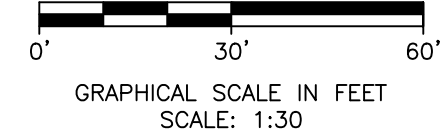
**SHEET NOTES**

(SHEET SPECIFIC)

XXXX



CITY OF DUNDEE  
620 SW 5th Street  
P.O. Box 220  
Dundee, OR 97115  
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EXPIRES: 12/31/24

**NOT FOR CONSTRUCTION**

CONSULTANT:  
**Streamlinewest**  
ENGINEERING LLC

PROJECT NUMBER: 23001  
**SW 9th & ALDER STREETS  
RECONSTRUCTION**

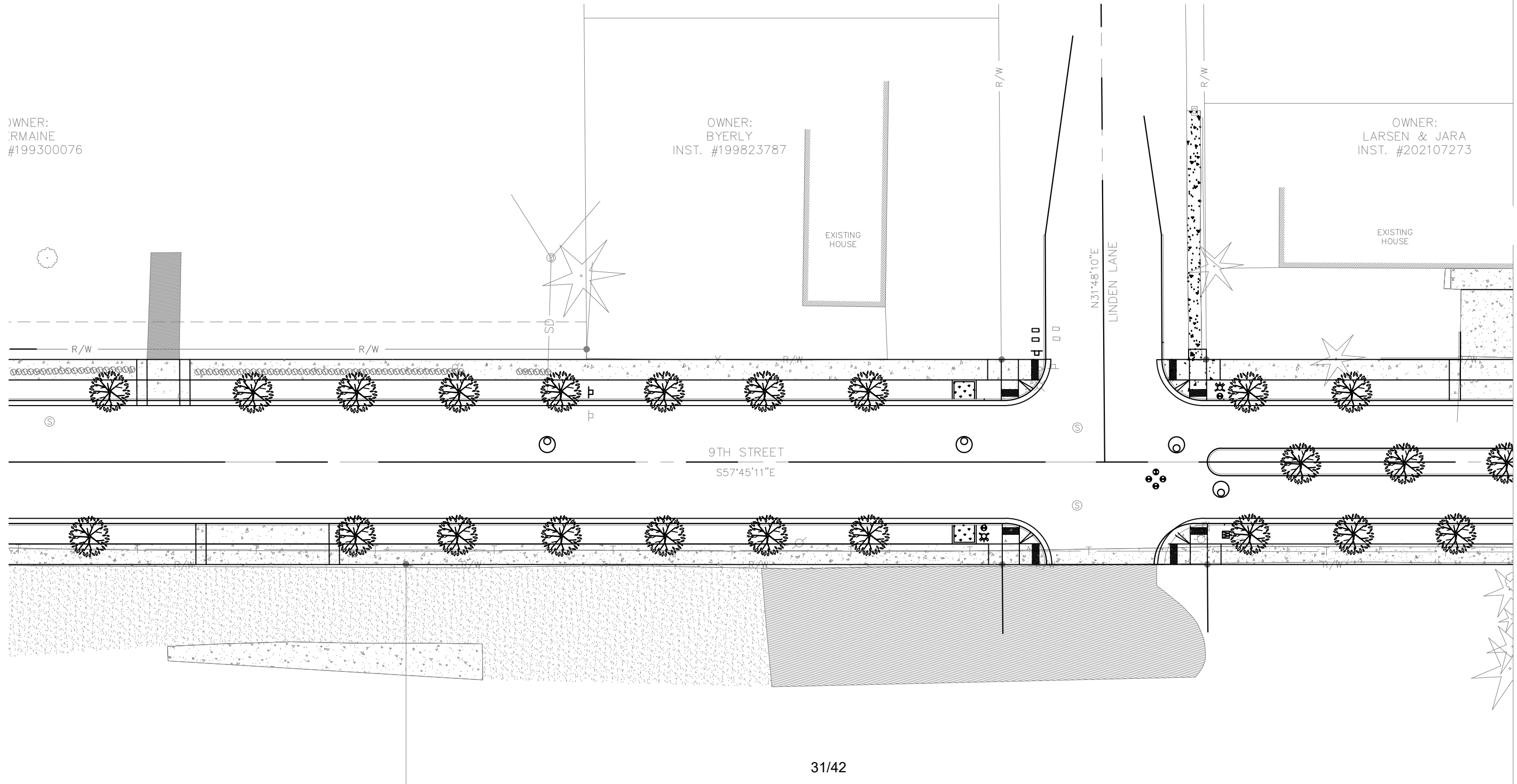
DUNDEE, OR 97115

REVISION:

DRAWN BY: GSR  
ISSUE DATE: MARCH 2023  
FILE NAME: Dundee\_SW 9th & Alder\_Current2.dwg

SHEET:  
**SITE PLAN SW  
9TH MIDDLE  
WEST**

**204**



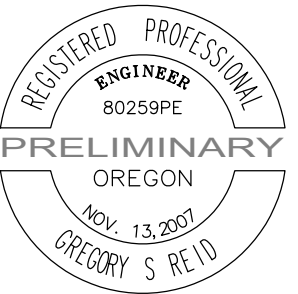
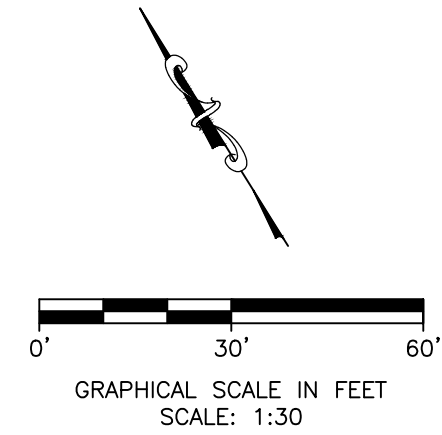
# SHEET NOTES

(SHEET SPECIFIC)

1 XXXXX



CITY OF DUNDEE  
620 SW 5th Street  
P.O. Box 220  
Dundee, OR 97115  
Ph: (503) 538-3922  
Fax (503) 538-1958



EXPIRES: 12/31/24

NOT FOR CONSTRUCTION

CONSULTANT:

**Streamlinewest**  
ENGINEERING LLC

PROJECT NUMBER: 23001

SW 9th & ALDER STREETS  
RECONSTRUCTION

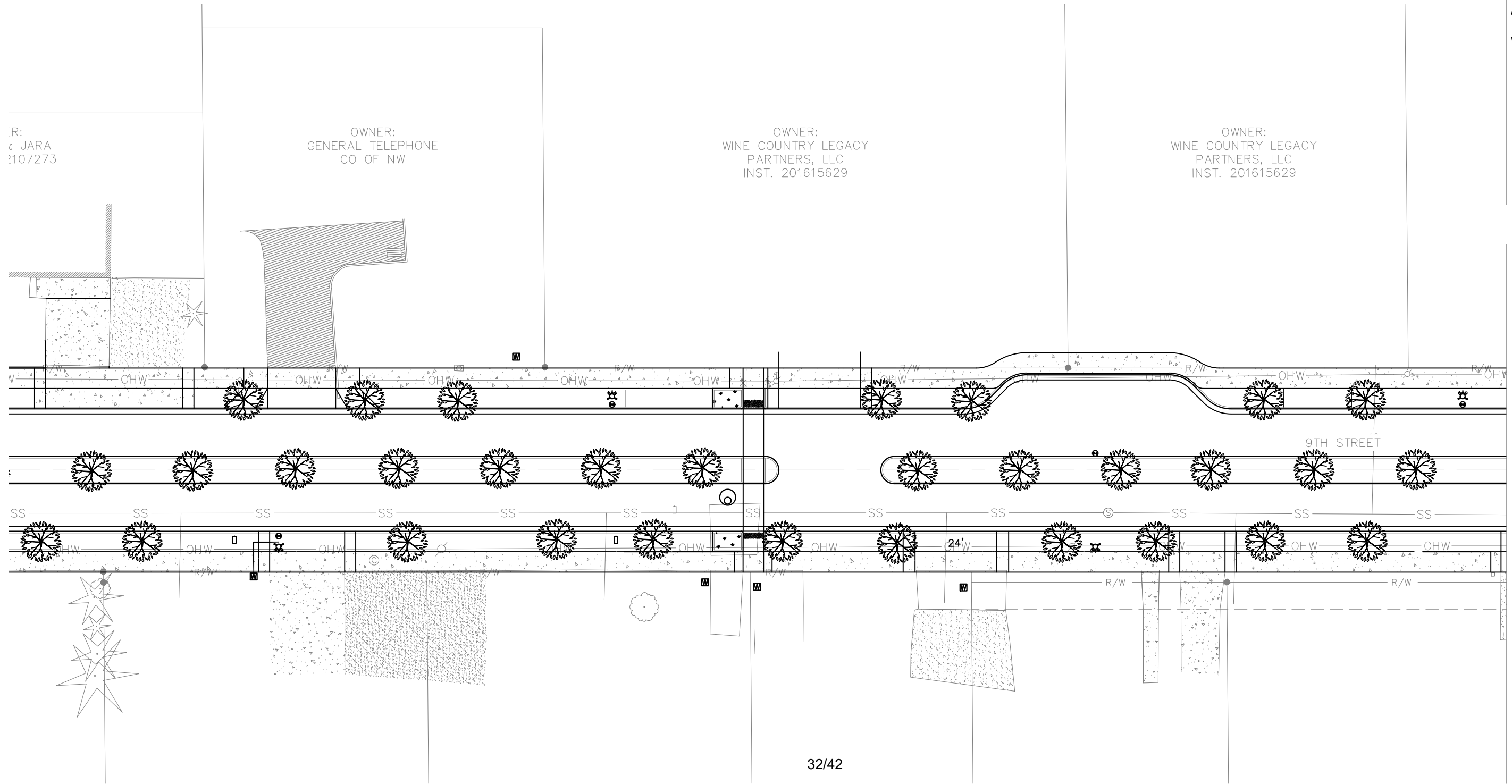
DUNDEE, OR 97115

REVISION:

DRAWN BY: GSR  
ISSUE DATE: MARCH 2023  
FILE NAME: Dundee\_SW 9th & Alder\_Current2.dwg

SHEET:  
SITE PLAN SW  
9TH MIDDLE  
EAST

205



IR:  
JARA  
107273

OWNER:  
GENERAL TELEPHONE  
CO OF NW

OWNER:  
WINE COUNTRY LEGACY  
PARTNERS, LLC  
INST. 201615629

OWNER:  
WINE COUNTRY LEGACY  
PARTNERS, LLC  
INST. 201615629

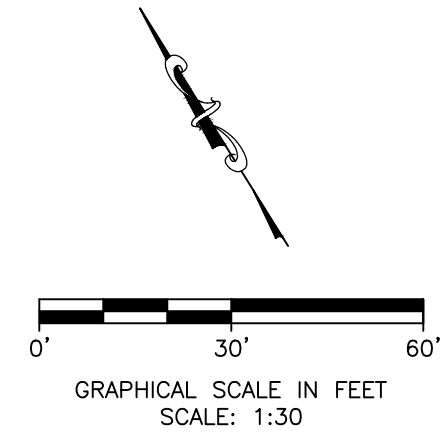
# SHEET NOTES

(SHEET SPECIFIC)

1 XXXXX



CITY OF DUNDEE  
620 SW 5th Street  
P.O. Box 220  
Dundee, OR 97115  
Ph: (503) 538-3922  
Fax (503) 538-1958



EXPIRES: 12/31/24

NOT FOR CONSTRUCTION

CONSULTANT:

**Streamlinewest**  
ENGINEERING LLC

PROJECT NUMBER: 23001

SW 9th & ALDER STREETS  
RECONSTRUCTION

DUNDEE, OR 97115

REVISION:

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FILE NAME:  
Dundee\_SW 9th & Alder\_Current2.dwg

SHEET:

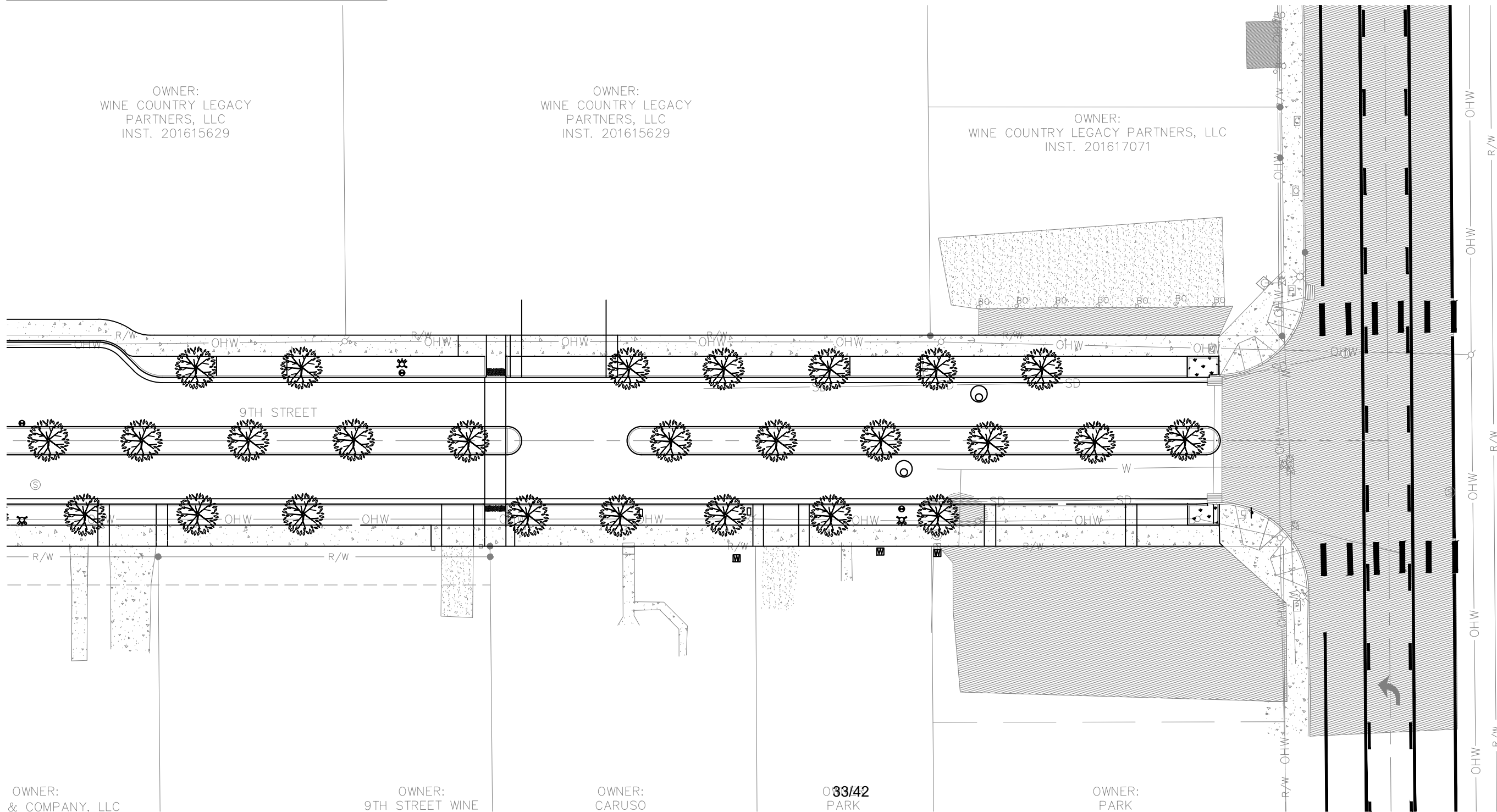
SITE PLAN SW  
9TH EAST

206

OWNER:  
WINE COUNTRY LEGACY  
PARTNERS, LLC  
INST. 201615629

OWNER:  
WINE COUNTRY LEGACY  
PARTNERS, LLC  
INST. 201615629

OWNER:  
WINE COUNTRY LEGACY PARTNERS, LLC  
INST. 201617071



OWNER:  
& COMPANY, LLC

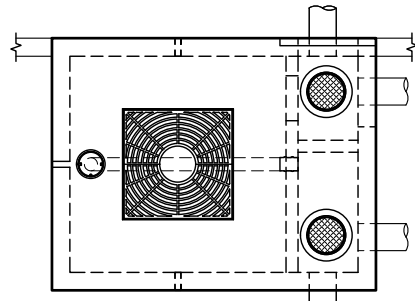
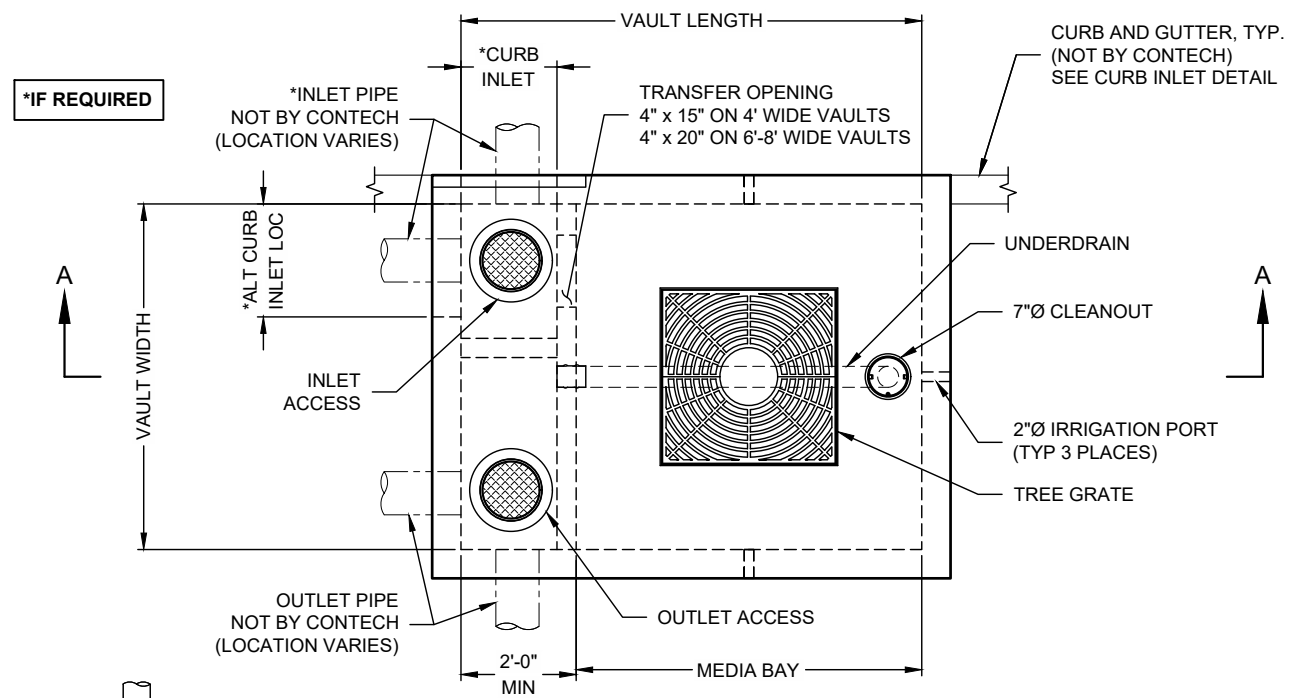
OWNER:  
9TH STREET WINE

OWNER:  
CARUSO

OWNER:  
33/42  
PARK

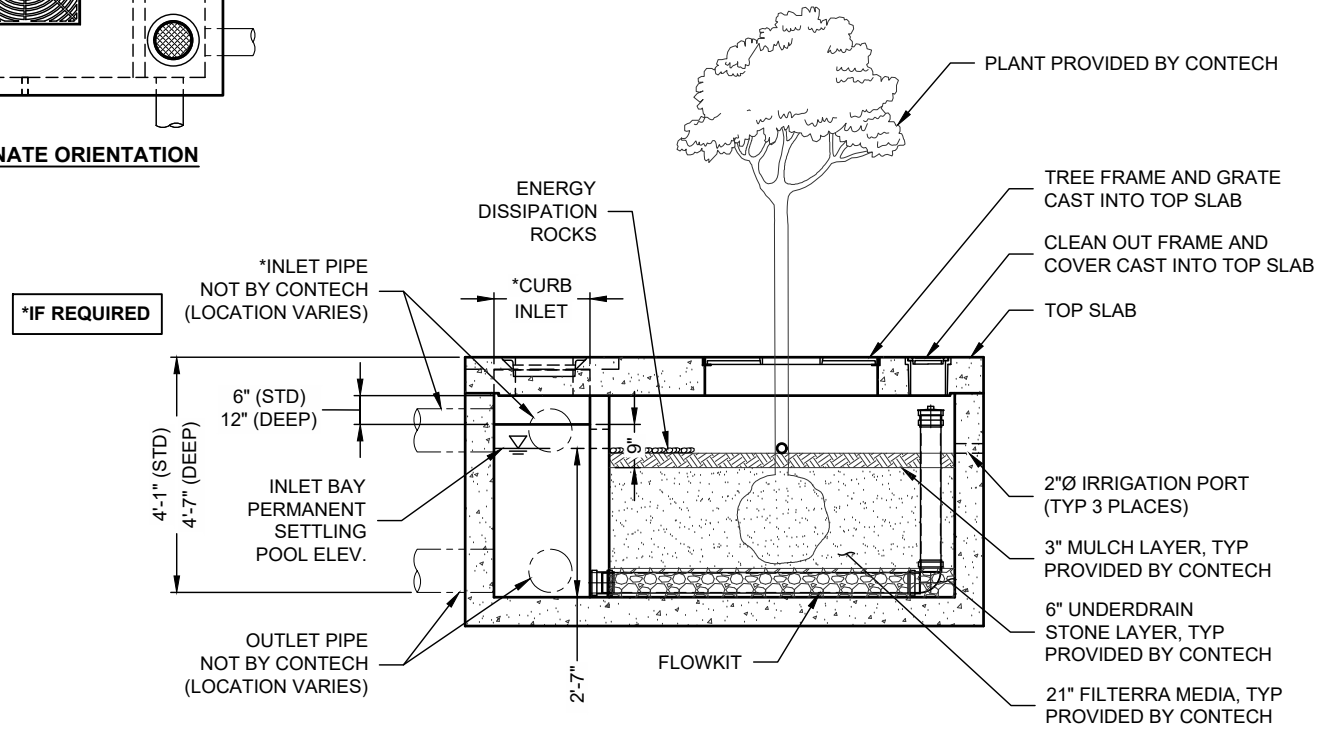
OWNER:  
PARK

I:\STORMWATER\COMPS\54 FILTERRA40 STANDARD DRAWINGS\FTPD - FILTERRA PEAK DIVERSION\FTPD LAYOUT DETAILS\DWG\FTPD - W.A.DWG 6/19/2020 2:36 PM

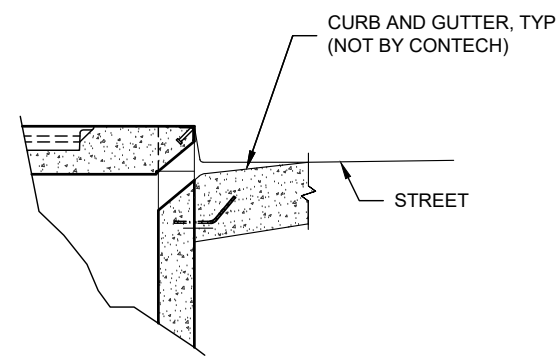


**PLAN VIEW**

**ALTERNATE ORIENTATION**



**SECTION A-A  
(STANDARD DEPTH SHOWN)**



**CURB INLET DETAIL**

**FTPD STANDARD HEIGHT CONFIGURATION**

DESIGNATION (OPTIONS: -P, -T, -PT)	AVAILABILITY	MEDIA BAY SIZE	VAULT SIZE (W x L)	WEIR LENGTH/ MAX CURB OPENING	INLET/ OUTLET ACCESS DIA	TREE GRATE QTY & SIZE
FTPD0404	N/A CA	4 x 4	4 x 6	1'-8"	12"/12"	(1) 3' x 3'
FTPD04045	CA ONLY	4 x 4.5	4 x 6.5	1'-8"	12"/12"	(1) 3' x 3'
FTPD0406	N/A MID-ATL	4 x 6	4 x 8	1'-8"	12"/12"	(1) 3' x 3'
FTPD045058	MID-ATL ONLY	4.5 x 5.83	4.5 x 7.83	1'-8"	12"/12"	(1) 3' x 3'
FTPD0604	ALL	6 x 4	6 x 6	1'-8"	12"/12"	(1) 3' x 3'
FTPD0606	ALL	6 x 6	6 x 8	1'-8"	12"/12"	(1) 3' x 3'
FTPD0608	ALL	6 x 8	6 x 10	1'-8"	12"/12"	(1) 4' x 4'
FTPD0610	ALL	6 x 10	6 x 12	1'-8"	12"/12"	(1) 4' x 4'
FTPD0710	ALL	7 x 10	7 x 13	2'-6"	24"/24"	(1) 4' x 4'
FTPD08105	ALL	8 x 10.5	8 x 14	3'-0"	24"/24"	(1) 4' x 4'
FTPD08125	ALL	8 x 12.5	8 x 16	3'-0"	24"/24"	(2) 4' x 4'

N/A = NOT AVAILABLE

**FTPD-D DEEP OPTION CONFIGURATION**

DESIGNATION (OPTIONS: -P, -T, -PT)	AVAILABILITY	MEDIA BAY SIZE	VAULT SIZE (W x L)	WEIR LENGTH/ MAX CURB OPENING	INLET/ OUTLET ACCESS DIA	TREE GRATE QTY & SIZE
FTPD0404-D	N/A CA	4 x 4	4 x 6	1'-8"	12"/12"	(1) 3' x 3'
FTPD04045-D	CA ONLY	4 x 4.5	4 x 6.5	1'-8"	12"/12"	(1) 3' x 3'
FTPD0406-D	N/A MID-ATL	4 x 6	4 x 8	1'-8"	12"/12"	(1) 3' x 3'
FTPD045058-D	MID-ATL ONLY	4.5 x 5.83	4.5 x 7.83	1'-8"	12"/12"	(1) 3' x 3'
FTPD0604-D	ALL	6 x 4	6 x 6	1'-8"	12"/12"	(1) 3' x 3'
FTPD0606-D	ALL	6 x 6	6 x 8	1'-8"	12"/12"	(1) 3' x 3'
FTPD0608-D	ALL	6 x 8	6 x 10	1'-8"	12"/12"	(1) 4' x 4'
FTPD0610-D	ALL	6 x 10	6 x 12	1'-8"	12"/12"	(1) 4' x 4'
FTPD0710-D	ALL	7 x 10	7 x 13	2'-6"	24"/24"	(1) 4' x 4'
FTPD08105-D	ALL	8 x 10.5	8 x 14	3'-0"	24"/24"	(1) 4' x 4'
FTPD08125-D	ALL	8 x 12.5	8 x 16	3'-0"	24"/24"	(2) 4' x 4'

N/A = NOT AVAILABLE

\*MAX BYPASS FLOW IS INTERNAL WEIR FLOW . SITE SPECIFIC ANALYSIS IS REQUIRED TO DETERMINE CURB INLET FLOW CAPACITY

INTERNAL PIPE CONFIGURATION MAY VARY DEPENDING UPON OUTLET LOCATION.

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**FILTERRA PEAK DIVERSION (FTPD)  
 CONFIGURATION DETAIL**



April 7, 2023

Steve Dahl  
City Administrator/City of Dundee  
414 E. First Street  
PO Box 970  
Newberg, Oregon 97132

Dear Steve,

Attached please find our 2022 annual detailed cost report. The report compares our 2022 results to 2021 as well as projecting our performance in the City of Dundee for 2023.

The report shows our operating margin has changed from 4.72% in 2021 to -4.09% in 2022, and we are projecting 2023 to be at -10.96%. Our projection will move us outside of a reasonable rate due to a multitude of factors.

As a result, Waste Management-Newberg Operations is requesting a rate change to be effective July 1, 2023.

I would like to see if there is an opportunity to get on the city council agenda in the next month to review the reports and give an annual update. Please let me know if that is a possibility. I can be reached at 503-462-0508 and I look forward to hearing back from you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dave Huber', is written over a faint, light blue circular watermark or stamp.

Dave Huber, Sr. Manager Public Sector  
Waste Management of Oregon Inc.

Cc: Mike Jefferies, Gary Nelson, Greg Johnson

Waste Management - Newberg Operations  
Dundee Rate Review Report  
For The Year Ended December 31, 2022

	2021	2022	Projected 2023
<b>Total Revenue</b>	\$ 490,960	\$ 676,459	\$ 689,724
<b>Total Direct Costs</b>	\$ 401,278	\$ 592,444	\$ 646,312
<b>Total Indirect Costs</b>	\$ 77,372	\$ 111,697	\$ 118,980
<b>Operating Income</b>	\$ 12,310	\$ (27,683)	\$ (75,567)
<b>Return on Revenue</b>	2.51%	-4.09%	-10.96%

Hours					
	Total Company 2021	Dundee 2021	Total Company 2022	Dundee 2022	Variance (2022 vs. 2021)
<b>Hours</b>					
Commercial	4,627	274	4,947	339	65
Res'l Garbage	6,356	616	6,349	610	(6)
Res'l Recycling	4,746	367	4,706	451	84
Res'l Yard Waste	1,353	193	1,297	184	(9)
Rolloff	3,270	331	3,916	447	116
<b>Total</b>	<b>20,352</b>	<b>1,783</b>	<b>21,215</b>	<b>2,032</b>	<b>249</b>
Tons					
Commercial	6,233	331	6,393	412	81
Res'l Garbage	9,470	948	9,376	935	(13)
Res'l Recycling	2,776	266	2,820	300	34
Res'l Yard Waste	2,874	404	2,942	424	20
Rolloff	13,467	2,603	16,853	2,820	217
<b>Total</b>	<b>34,819</b>	<b>4,552</b>	<b>38,385</b>	<b>4,890</b>	<b>338</b>

Miles					
	Total Company 2021	Dundee 2021	Total Company 2022	Dundee 2022	Variance (2022 vs. 2021)
	35,944	2,949	37,099	2,929	(20)
	42,886	3,777	42,511	3,794	17
	38,203	3,134	40,139	3,128	(6)
	7,478	1,168	7,706	1,466	298
	48,244	4,890	53,280	6,083	1,193
<b>Total</b>	<b>172,755</b>	<b>15,918</b>	<b>180,735</b>	<b>17,399</b>	<b>1,481</b>
Stops					
	49,334	3,426	52,003	3,442	16
	535,893	52,949	547,037	53,921	972
	389,048	32,450	423,538	47,494	15,044
	191,373	25,867	191,471	26,208	341
	4,035	414	7,908	757	343
<b>Total</b>	<b>1,169,683</b>	<b>115,107</b>	<b>1,221,957</b>	<b>131,822</b>	<b>16,715</b>

CPI			Customers	
Year	Annual	% Change	Commercial	Residential
2020	270.35	2.69%	49	1037
2021	275.06	1.74%	45	1050
2022	287.49	4.52%	47	1055
2023	310.51	8.01%	47	1055

Franchise Payment	Revenue		Fran. Fee
Residential:	361,761	3%	10,853
Commercial:	127,254	3%	3,818
Drop Box:	186,039	3%	5,581
<b>Total Income:</b>	<b>\$675,054</b>		<b>\$20,252</b>

Waste Management - Newberg Operations  
Dundee Rate Review Report  
For The Year Ended December 31, 2022

Revenue	Line Allocation		Actual	Actual	Variance	Adjustments		Projected
	#	Method	2021	2022		%	Amount	2023
Commercial	18	Actual	\$ 117,833	\$ 127,254	\$ 9,421	3.00%	\$ 3,818	\$ 131,071
Residential	18	Actual	\$ 325,769	\$ 361,761	\$ 35,992	3.00%	\$ 10,853	\$ 372,614
Industrial	18	Actual	\$ 160,921	\$ 186,039	\$ 25,118		\$ -	\$ 186,039
Recycling Material Sales	19	Recycling Tons	\$ 981	\$ 1,405	\$ 424	0.00%	\$ (1,405)	\$ -
<b>Total Operating Revenue</b>			\$ 605,504	\$ 676,459		0.00%	\$ 13,265	\$ 689,724
Direct Cost	Line Allocation		Actual	Actual	Variance	Adjustments		Projected
	#	Method	2021	2022		%	Amount	2023
Wages - Route Drivers	22	Labor Hours	66,689	\$ 70,034	\$ 3,345	8.01%	\$ 5,606	\$ 75,640
Wages - Utility Workers	23	Labor Hours	5,641	\$ 6,435	\$ 794	8.01%	\$ 515	\$ 6,950
Wages - Mechanic	24	Labor Hours	22,855	\$ 22,596	\$ (259)	8.01%	\$ 1,809	\$ 24,405
Payroll Tax Expense	25	Labor Hours	12,229	\$ 14,174	\$ 1,944	8.01%	\$ 1,135	\$ 15,308
Pension Plan Expense	26	Labor Hours	2,571	\$ 3,045	\$ 474	8.01%	\$ 244	\$ 3,289
Medical Insurance	27	Labor Hours	4,388	\$ 5,053	\$ 665	8.01%	\$ 405	\$ 5,458
Training and Worker Safety	29	Labor Hours	2,764	\$ 2,863	\$ 100	8.01%	\$ 229	\$ 3,092
Fuel	30	Miles	16,481	\$ 39,513	\$ 23,033	37.90%	\$ 14,976	\$ 54,489
Repairs & Maintenance - Vehicles	31	Labor Hours	9,640	\$ 12,660	\$ 3,020	8.01%	\$ 1,013	\$ 13,674
Repairs & Maintenance - Containers & Carts	32	Labor Hours	22,465	\$ 21,241	\$ (1,225)	8.01%	\$ 1,700	\$ 22,941
Depreciation - Vehicles	35	Labor Hours	20,897	\$ 21,683	\$ 787		\$ -	\$ 21,683
Depreciation - Containers & Carts	36	Customers	11,364	\$ 11,756	\$ 391		\$ -	\$ 11,756
Disposal fees	39	Actual Amount	240,795	\$ 298,346	\$ 57,551	8.01%	\$ 23,884	\$ 322,230
Yard Rent	42	Customers	18,833	\$ 19,512	\$ 679	8.01%	\$ 1,562	\$ 21,074
Insurance	45	Labor Hours	5,224	\$ 8,228	\$ 3,004	8.01%	\$ 659	\$ 8,887
PUC / License / Fees	47	Labor Hours	3,801	\$ 1,631	\$ (2,170)	8.01%	\$ 131	\$ 1,762
Franchise Fees	48	Actual Amount	16,042	\$ 33,673	\$ 17,631		\$ -	\$ 33,673
<b>Total Direct Cost</b>			\$ 482,678	\$ 592,444			\$ 53,867	\$ 646,312

\*The Newberg Operations include four separate jurisdictions; Newberg, Dundee, Yamhill County, and a small portion of Unincorporated Washington County. Specific costs and revenue are directly assigned to the appropriate jurisdiction. Costs that cannot be specifically assigned are allocated based on industry standards such as, labor hours, tons, miles, and customer counts. All statistics are based on actual hours, miles, customers, and tons collected on the collection routes associated with each customer. The allocation method associated with each cost is identified under the "Allocation Method" column.

Waste Management - Newberg Operations  
Dundee Rate Review Report  
For The Year Ended December 31, 2022

Indirect Cost	Line Allocation		Actual	Actual	Variance	Adjustments		Projected	
	#	Method	2021	2022		%	Amount	2023	
Management Salaries	56	Customers	19,623 \$	24,583 \$	4,959 \$	8.01%	1,968 \$	26,551 \$	
Management Payroll Tax Expense	57	Customers	1,789 \$	494 \$	(1,295) \$	8.01%	40 \$	534 \$	
Management Medical Insurance	58	Customers	3,363 \$	3,676 \$	314 \$	8.01%	294 \$	3,971 \$	
Managemet Workers Compensation	59	Customers	552 \$	1,218 \$	666 \$	8.01%	98 \$	1,316 \$	
Management Pension Plan Expense	60	Customers	1,324 \$	187 \$	(1,136) \$	8.01%	15 \$	202 \$	
Management Other Employee Expense	61	Customers	3 \$	6,524 \$	6,522 \$	8.01%	522 \$	7,047 \$	
Administrative Salaries	62	Customers	16,056 \$	1,629 \$	(14,426) \$	8.01%	130 \$	1,760 \$	
Administrative Payroll Tax Expense	63	Customers	1,464 \$	3,591 \$	2,127 \$	8.01%	287 \$	3,878 \$	
Administrative Medical Insurance	64	Customers	2,751 \$	662 \$	(2,090) \$	8.01%	53 \$	715 \$	
Administrative Pension Plan	65	Customers	237 \$	254 \$	17 \$	8.01%	20 \$	274 \$	
Administrative Other Benefits	67	Customers	147 \$	1,280 \$	1,132 \$	8.01%	102 \$	1,382 \$	
Office Rent	68	Customers	347 \$	31 \$	(316) \$	8.01%	2 \$	33 \$	
Advertising and Public Education	69	Customers	57 \$	- \$	(57) \$	8.01%	- \$	- \$	
Contributions	70	Customers	78 \$	251 \$	172 \$	8.01%	20 \$	271 \$	
Professional Fees	71	Customers	1,640 \$	4,022 \$	2,382 \$	8.01%	322 \$	4,344 \$	
Training and Worker Safety	72	Customers	217 \$	219 \$	2 \$	8.01%	17 \$	236 \$	
Insurance	73	Customers	233 \$	353 \$	120 \$	8.01%	28 \$	381 \$	
Telephone	74	Customers	605 \$	405 \$	(200) \$	8.01%	32 \$	437 \$	
Utilities	75	Customers	1,750 \$	1,961 \$	211 \$	8.01%	157 \$	2,118 \$	
Property Taxes/Licenses/Fees	76	Customers	3,327 \$	3,570 \$	243 \$	8.01%	286 \$	3,856 \$	
Dues & Subscriptions	77	Customers	1,025 \$	1,217 \$	191 \$	8.01%	97 \$	1,314 \$	
Depreciation - Office Building	78	Customers	500 \$	500 \$	(0) \$		- \$	500 \$	
Depreciation - Office Equipment	79	Customers	52 \$	27 \$	(26) \$		- \$	27 \$	
Repairs & Maintenance-office	80	Customers	3,163 \$	1,062 \$	(2,102) \$	8.01%	85 \$	1,147 \$	
Cleaning and Maintenance	81	Customers	- \$	- \$	- \$	8.01%	- \$	- \$	
Equipment Rental	82	Customers	1,126 \$	1,656 \$	530 \$	8.01%	133 \$	1,788 \$	
Office Supplies	83	Customers	4,793 \$	4,773 \$	(21) \$	8.01%	382 \$	5,155 \$	
Postage & Freight	84	Customers	649 \$	99 \$	(551) \$	8.01%	8 \$	107 \$	
Miscellaneous expense	85	Customers	2,175 \$	151 \$	(2,024) \$	8.01%	12 \$	163 \$	
Travel/Meals/Lodging	86	Customers	594 \$	267 \$	(327) \$	8.01%	21 \$	289 \$	
Processing Cost	88	Customers	366 \$	1,826 \$	1,460 \$		(1,460) \$	366 \$	
Corporate overhead costs	89	Customers	18,850 \$	40,187 \$	21,337 \$	8.01%	3,217 \$	43,404 \$	
Sale of Asset	90	Customers	- \$	- \$	- \$		- \$	- \$	
Interest Expense	91	Customers	5,416 \$	5,025 \$	(391) \$		391 \$	5,416 \$	
<b>Total Indirect Cost</b>			\$ 94,271 \$	\$ 111,697 \$	\$ 17,426 \$		\$ 7,282 \$	\$ 118,980 \$	
Allowable Costs			\$ 576,950 \$	\$ 704,142 \$	\$ 127,192 \$		\$	\$ 765,291 \$	
Operating Income			\$ 28,555 \$	\$ (27,683) \$	\$ (56,238) \$		\$	\$ (75,567) \$	
Operating Margin			4.72%	-4.09%				-10.96%	

**City of Dundee  
Garbage and Recycling Rates  
Current and Proposed Rates as of 7/1/2023**

**Residential Service**

**Monthly Rate**

**Weekly Curbside Service**

20 gallon cart
35 gallon cart
64 gallon cart
96 gallon cart
additional Recycling / Yard Debris cart
Recycling only - Every other week

Current Rate	Rate Change	Proposed Rate
\$19.39	\$2.71	\$22.10
\$21.30	\$2.98	\$24.28
\$27.10	\$3.79	\$30.89
\$30.16	\$4.22	\$34.38
\$4.80	\$0.67	\$5.47
\$8.52	\$1.19	\$9.72

**Monthly Curbside Service**

35 gallon cart
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\$12.34	\$1.73	\$14.07
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Every Other Week recycling & yard debris service is included with garbage service.

**Multiple Residential Units and Mobile Parks Service (Five or more units) Single Billing**

**Monthly Rate**

**Weekly Curbside Service**

20 gallon cart
35 gallon cart
96 gallon cart
Recycling only

Current Rate	Rate Change	Proposed Rate
\$19.39	\$2.71	\$22.10
\$21.30	\$2.98	\$24.28
\$30.16	\$4.22	\$34.38
\$8.52	\$1.19	\$9.72

**Monthly Curbside Service**

35 gallon cart
----------------

\$12.34	\$1.73	\$14.07
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Every Other Week recycling & yard debris service is included with garbage service.

**Additional Rates**

**Service**

**Extra On Service Day**

Regular Customer - additional 32 gal equivalent can curbside
Extra Yard Debris Outside Yard Debris Cart - Per Pickup

Current Rate	Rate Change	Proposed Rate
\$10.19	\$1.43	\$11.62
\$3.79	\$0.53	\$4.32

**Extra - Non-Service Day**

Go Back Charge - Per Cart
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\$9.02	\$1.26	\$10.28
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**Other Items**

Subscription Glass 50% or Greater
Subscription Glass Less than 50%
Manual Cart Retrieval (Up to 50 Feet) Fee
Change of Service Charge (3rd Request in 12 months)

\$3.77	\$0.53	\$4.30
\$5.41	\$0.76	\$6.17
\$2.61	\$0.36	\$2.97
\$13.71	\$1.92	\$15.63

**Bulky Items - Hourly plus disposal**

Contamination Charge
NSF - Non Sufficient Funds

\$12.34	\$1.73	\$14.07
\$30.35	\$4.25	\$34.60

**Commercial**

**Monthly Rate - Regular Service**

**Regular Weekly Service**

35 gallon cart
64 gallon cart
96 gallon cart
1 yard container
1.5 yard container
2 yard container
3 yard container
4 yard container
6 yard container

Current Rate	
One Stop/Week	Each Additional Stop/Week
\$16.03	\$13.99
\$21.68	\$18.43
\$24.63	\$20.94
\$101.48	\$76.76
\$137.85	\$121.11
\$175.86	\$156.99
\$250.58	\$221.80
\$329.05	\$281.00
\$522.96	\$399.44

Rate Change		Proposed Rate	
One Stop/Week	Each Additional Stop/Week	One Stop/Week	Each Additional Stop/Week
\$2.24	\$1.96	\$18.28	\$15.95
\$3.03	\$2.58	\$24.71	\$21.01
\$3.45	\$2.93	\$28.08	\$23.87
\$14.21	\$10.75	\$115.69	\$87.51
\$19.30	\$16.96	\$157.15	\$138.07
\$24.62	\$21.98	\$200.48	\$178.97
\$35.08	\$31.05	\$285.66	\$252.85
\$46.07	\$39.34	\$375.12	\$320.34
\$73.21	\$55.92	\$596.18	\$455.36

**Temporary Service**

**Container Size**

1 yard container
1.5 yard container
2 yard container
3 yard container
4 yard container
6 yard container
8 yard container

Current Rate	
One Stop/Week	Rental
\$25.31	\$22.95
\$34.41	\$14.05
\$43.86	\$15.27
\$62.52	\$23.39
\$82.09	\$40.83
\$100.64	\$57.40
\$130.52	\$68.87

Rate Change		Proposed Rate	
One Stop/Week	Rental	One Stop/Week	Rental
\$3.54	\$3.21	\$28.85	\$26.17
\$4.82	\$1.97	\$39.23	\$16.02
\$6.14	\$2.14	\$50.00	\$17.41
\$8.75	\$3.27	\$71.28	\$26.66
\$11.49	\$5.72	\$93.58	\$46.55
\$14.09	\$8.04	\$114.73	\$65.43
\$18.27	\$9.64	\$148.80	\$78.52

**Delivery**

Current Rate	\$19.58
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Rate Change	\$2.74	Proposed Rate	\$22.32
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**Monthly Rate Commingled Recycling Service**

**For Additional Commercial Recycling, Drop Box Recycling, and Recycling Only Customers**

**Regular Weekly Service**

96 gallon cart
1 yard container
1.5 yard container
2 yard container
3 yard container
4 yard container
6 yard container

Current Rate	
One Stop/Week	Each Additional Stop/Week
\$10.99	\$9.37
\$35.70	\$30.34
\$46.64	\$39.65
\$58.42	\$49.69
\$81.32	\$69.14
\$106.02	\$90.12
\$173.01	\$147.06

Rate Change		Proposed Rate	
One Stop/Week	Each Additional Stop/Week	One Stop/Week	Each Additional Stop/Week
\$1.54	\$1.31	\$12.53	\$10.68
\$5.00	\$4.25	\$40.70	\$34.59
\$6.53	\$5.55	\$53.17	\$45.20
\$8.18	\$6.96	\$66.60	\$56.64
\$11.39	\$9.68	\$92.71	\$78.82
\$14.84	\$12.62	\$120.86	\$102.74
\$24.22	\$20.59	\$197.24	\$167.65

Commingled recycling is included with regular service up to two times the garbage volume.

**Dropbox**

**Disposal Rates**

**Container Size**

	Current Rate	
	Loose Rate	
10 yard	\$229.47	
20 yard	\$401.18	
30 yard	\$580.19	
10 yard - Concrete & Dirt	\$156.52	
10 yard - Clean Fill	\$421.29	
20 yard - Recycle	\$121.54	
20 yard - Roofing	\$576.53	
20 yard- Construction & Demolition	\$738.25	
20 yard - Wood	\$117.75	
30 yard - Asphalt/Roofing	\$843.22	

	Rate Change	
	Loose Rate	
	\$32.13	
	\$56.17	
	\$81.23	
	\$21.91	
	\$58.98	
	\$17.02	
	\$80.71	
	\$103.36	
	\$16.49	
	\$118.05	

	Proposed Rate	
	Loose Rate	
	\$261.60	
	\$457.35	
	\$661.42	
	\$178.43	
	\$480.27	
	\$138.56	
	\$657.24	
	\$841.61	
	\$134.24	
	\$961.27	

**Permanent Drop box Rental Rates**

**Container Size**

	Current Rate	
	Daily Rate	Monthly Rate
10 yard	\$5.59	\$72.70
20 yard	\$6.44	\$83.88
30 yard	\$7.27	\$95.07

	Rate Change	
	Daily Rate	Monthly Rate
	\$0.78	\$10.18
	\$0.90	\$11.74
	\$1.02	\$13.31

	Proposed Rate	
	Daily Rate	Monthly Rate
	\$6.37	\$82.88
	\$7.34	\$95.62
	\$8.29	\$108.38

**Additional Rate Information**

	Current Rate
Delivery/Trip Charge - First Box	\$22.56
Mileage - per mile over 10 miles round trip	\$2.16

	Rate Change
	\$3.16
	\$0.30

	Proposed Rate
	\$25.72
	\$2.46

**Note:**

Drop boxes must be loaded to the point where the loaded vehicle will not exceed truck weight laws, or to the point where the drop box can not be dumped by normal dumping methods. Additional fees may apply for cost of penalties that are incurred due to overweight drop boxes.

Drop boxes shall not be loaded above the top of the box.

Weekend service for drop boxes shall be at 1.5 times the regular rate and shall be arranged prior to the service

**Note:**

Tenants are responsible for waste collection fees (unless separate payment arrangements are made by the landlord).

Definition of extra; bundles, bags, sacks, and other - based on volume, securely tied and limited to 60 lbs. (1.5 x 1.5 x 4 feet will be equivalent to a full garbage carts

Plastic Bags securely tied and limited to 30 lbs. will be equivalent to a full garbage can. Plastic bags to be used for occasional additional garbage, not as full-time garbage service container.

**Other Miscellaneous Charges**

**Hourly Equipment & Crew Rates (4):**

Packer Truck - 1 person Crew
Packer Truck - 2 Person Crew
Drop Box Truck - 1 per Crew
Drop Box Truck & Trailer - 1 Person Crew

	Current Rate	Rate Change	Including 5% Fran. Fee
	\$98.22	\$13.75	\$111.97
	\$122.78	\$126.46	\$139.97
	\$106.40	\$109.59	\$121.29
	\$130.98	\$134.91	\$149.31
Returned Check Fee	\$29.49	\$30.38	\$33.62
Account Restart Fee	\$17.69	\$18.22	\$20.17
Roll Cart Delivery Charge (5)	\$13.33	\$13.73	\$15.20

Returned Check Fee

Account Restart Fee

Roll Cart Delivery Charge (5)

**Notes:**

1. Includes bi-weekly recycle and yard debris roll cart services
2. Additional charges are multiplied by the number of additional pickup days per week after the first scheduled pickup day in a week
3. Container monthly rental rate charged after first week of use
4. Disposal fees are based on actual transfer station or actual landfill disposal fees
5. Roll cart delivery charge assessed for:
  - a. Carts removed for stopped service and the replaced when service is re-started
  - b. Carts replaced for cleaning at the request of the customer.

# AGENDA REPORT

**To:** Mayor and City Council  
**From:** Steve Dahl, City Administrator  
**Date:** April 12, 2023  
**Reason:** Old Elementary School

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## Background:

The Newberg School District is building a new Dundee Elementary School at the corner of 8<sup>th</sup> Street and Edwards Drive. This leaves the property where the current elementary school is located, at the corner of 5th Street and 99W, available. The City Council asked that I have a conversation about the possibility of the city acquiring the property either with or without the help of urban renewal.

I spoke with the school superintendent (Dr. Stephen Phillips) about the possibility of acquiring the property and he was intrigued by the possibility. The idea that intrigued him was the city not only taking over the school location but also taking over the school's half of Billick Park. By having the city take over their interest in Billick Park, the school would no longer have any liability for the park. It would be taken over by an organization that can run a park according to the grants the park has received.

We spoke of two ways to use the property. The first discussion was to go out with a request for proposal from different developers in which the city would give them access to the land with three caveats for development. The first would be to restore the gym to its original design, as the first school in the area. The second would be to build a new city hall location within the development. The third would be to have a small percentage of the rent's paid returned to the city after a certain number of years. Rent percentage and years will be developed through negotiations. The city having control of the lower part of Billick Park would allow for integrated development with the park, such as a water fountain, new play structures, or some other feature creating a sense of place/downtown square. The rest of the structure would be high end retail, a hotel, or whatever the developer felt would work well in the area.

The second idea discussed was the possibility of building workforce housing for the region. The city would purchase the property and work with a builder to develop workforce housing. This housing would then be rented out to teachers, police officers, medical personnel or other community members who earn between 60% and 120% of the median income in the Newberg/Dundee area, \$81,210 in 2021 (\$48,726-\$97,452). Through urban renewal, the city could revamp the gym to its historic significance and build a new city hall along with having retail on the bottom floor.

Dr. Phillips was more interested in the workforce housing process and said that they would take less money for the building if workforce housing was built as long as we could ensure that the school district could rent or offer to their staff the ability to rent out some of the units.

He also has set up a meeting with a third party to discuss the workforce housing idea further on April 17<sup>th</sup>. I will be able to report more at the council meeting.

Both Dr. Phillips and I understood that neither of us could make an offer or accept an offer and were just discussing best use of the land for both organizations. The school district has had multiple discussions about the best use of the property with multiple organizations.

Does the council want to continue discussion of purchasing the old elementary school? If so, does the council have a preference in what direction the talks should move in? What information does the council need to make the best decision?