



CITY OF DUNDEE CITY COUNCIL MEETING

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

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

MAY 16, 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 Approval of April 18, 2023, Minutes Pages 3-7
 - 4.2 Update of Council Goals Pages 8-11

Action Required: Motion to Accept the Consent Agenda
5. Old Business:
 - 5.1 Ordinance 581-2023 Regarding Planning Commission Officers Pages 12-13

Action Item
6. New Business:
 - 6.1 Resolution 2023-04 Supplemental Budget Pages 14-16

Action Item

 - 6.2 Resolution 2023-05 Budget Transfers Pages 17-20

Action Item
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: None.
12. Adjourn

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. 2023-06

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

**City of Dundee
City Council Meeting Minutes
April 18, 2023**

CALL TO ORDER

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

COUNCIL AND STAFF ATTENDANCE

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

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance: Dave Huber, Public Sector Manager; Gary Nelson, District Operations Manager; and Mike Jefferies, Area Pricing Director, Waste Management; Alex Chiper, 520 SW Fifth Street; Mike Sherwood, 876 SW Alder; and Forrest Byerly, 892 SW Linden Lane.

AGENDA CHANGES

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Action: To approve the consent agenda;

- 4.1 City Council Minutes, February 7, 2023
- 4.2 City Council Minutes, March 21, 2023
- 4.3 City Council Minutes, April 4, 2023
- 4.4 Update City Council Goals
- 4.5 Appointment of Michelle L. Kropf to Tourism Committee

C. Ford requested a correction be made to the City Council minutes from April 4, 2023. On page 17 of the meeting agenda packet, the fee to file the paperwork for the levy should be corrected from \$250 to \$200. C. Adlong noted text in red on the minutes from February 7, 2023, which will be corrected to black.

Motion: C. Adlong

Second: C. Ford

Vote: Unanimous in favor.

OLD BUSINESS

Approval of 9th & Alder Street Project

Action: The consensus of Council was to move forward with going out to bid for the construction project with removal of the single bulb out and the addition of a traffic hump.

C.E. Reid provided Council with a map showing the intersection at 99W with a turn lane added; a copy was added to the meeting agenda materials. The Council discussed:

- The original idea of having two bulb outs was to provide traffic calming in this location.
- The remaining single bulb out in the plan may present more of a hazard than a benefit.

Mike Sherwood, 876 SW Alder, introduced himself and voiced support of removing the remaining bulb out as it will not be effective for traffic calming. He suggested that a raised hump area be added in the street in this location. Sherwood described witnessing issues with speeding on Alder and voiced a strong need for traffic calming in this area. Sherwood expressed concern about the calculation for the LID and what he is being required to pay. It was noted that the LID is based only on what is being built in front of their property at this time.

Council discussed:

- The addition of a street hump near the same location, but not too close to the intersection.
- The fact that Sherwood is not being asked to pay for sidewalk improvements at this time (as they are not being constructed), though could be asked to do so at some point in the future.
- The addition of the left and right turn lanes (with striping) on Ninth Street at Highway 99W.
- The addition of a water quality facility in the median; a Contech Filterra water quality 7'x11' vault will be placed.
- The area won't provide enough space to allow u-turns; a "No U-Turn" sign should likely be placed in the future.
- Lighting plan for Ninth Street: C.E. Reid is recommending higher intensity lighting in this commercial area, though lights spaced further apart than every 200 feet.
- Light Fixtures: Council felt the fixtures should look generally similar to those on 99W, though it was noted that a single replacement fixture cost now is over \$13,000 (C.E. Reid is not certain what a bulk purchase price might be).
- Placement of lighting fixtures on both sides of the street. Council favored decorative lighting up to Alder Street. The frequency (spacing) of the lights near the residential area could be adjusted as needed, though maintaining a consistent intensity of light was felt to be important.
- Underground work reviewed as well as new PGE plan; timing of work will need to be coordinated.
- Potential options for detouring of traffic (especially trucks) during construction work.
- There will be wider travel lanes though no designated bike lanes.

NEW BUSINESS

Waste Management Presentation

Dave Huber, Public Sector Manager; Gary Nelson, District Operations Manager; and Mike Jefferies, Area Pricing Director, Waste Management, introduced themselves and provided a Powerpoint presentation; copy added to meeting agenda materials. Discussion points included:

- Waste Management (WM) Services in Dundee
- Operations Report
- Future Recycling Program Changes (starting July 2025 – OR Senate Bill 582)
- Bulky Waste Pick-Up Event in the City of Dundee: target date is July or Aug. 2023
- 2022 Annual Report Review
 - Last rate increase was in 2020
 - Disposal & operating costs for WM increased higher than expected
 - WM experiencing difficulty (long wait times) in replacing their trucks as well as staff shortages.
 - Known WM cost increases for 2023 include disposal cost & processing charges, labor costs and fuel.
- Rate Comparison: A rate adjustment is needed for 2023; proposed rates reviewed and Council questions addressed. New rates (14% increase) take effect July 2023.
- Concern expressed about WM not providing a local phone number for their customers to call; WM representatives discussed that this is a corporate decision. Information pertaining to Dundee can be found on their website at wmnorthwest.com – drop down menu for Dundee as well as chat, email and phone number information provided.
- C.A. Dahl instructed to prepare a Resolution for the next City Council meeting.
- Clarification provided that the regular pick up day for subscription glass recycling is the same day as the recycling pick-up.

Use of old Dundee Elementary School Property

C.A. Dahl discussed that at the last legislative session, \$3 million was provided to this area to provide workforce house. SEDCOR indicated that the initial focus for creating workforce housing was in Newberg, though they have not been able to locate any property that is cost effective for them to move forward on. Detailed discussion ensued and C.A. Dahl explained that SEDCOR hired a nonprofit that specializes in workforce housing to come in and put out a request for proposals on what workforce housing projects could look like in the Newberg/Dundee area, which will be closing on Friday. C.A. Dahl discussed that he will be provided copies of this information as well; if the City of Dundee would like to be involved in the process a decision will need to be made. It was noted that to purchase the school property will cost approximately \$2.9 million; the park property was appraised at \$2.5 million. C.A. Dahl explained that for approximately \$3 million dollars he felt the city could purchase both the school property and the park if the city is interested in the addition of workforce housing. C.A. Dahl explained that one option mentioned in an informal discussion was potentially paying the school district only \$1 million for the property with an agreement to move forward with the workforce

housing portion. C. Ford discussed that the future Riverside District would also lend itself well to workforce housing in a potentially better location.

Council discussed:

- The school property is not located in the central business district (CBD); the zoning would need to be changed in order for the design standards to apply.
- Workforce housing and variable rate housing
- Thoughts & ideas for use of the school property
- The importance of community involvement and outreach

C.A. Dahl addressed questions to the best of his ability based on the limited information available. It was noted that the county commission discontinued their relationship with SEDCOR a few weeks ago. A suggestion was provided to gather information pertaining to similar needs in nearby school districts and what solutions they have found or are considering. The consensus of Council was to maintain some level of control of the school property moving forward though additional information will be needed prior to decisions being made. C.A. Dahl indicated that he will continue discussions with the school district and also reach out to a couple of the companies potentially interested in purchasing property to gather additional information. Discussion ensued and Council inquired about whether the school district would consider selling the city the portion of Billick Park that they own. C.A. Dahl discussed that his impression was that the school district was willing to give the property to CPRD if they sold the school building separately; the Billick Park property would be maintained as a park moving forward though the ownership of the property would need to be determined.

COUNCIL CONCERNS AND COMMITTEE REPORTS

None.

MAYOR'S REPORT

None.

CITY ADMINISTRATOR'S REPORT

- C.A. Dahl discussed that he spoke with the property owner of the auto dealership on Third Street; he was provided of checklist of things which need to be done to bring his business up to code. The property owner has been asked to provide a plan (including dates) by their next appointment on May 1, 2023.
- C.A. Dahl discussed that he has reached out to Potcake Cellars regarding the sign issue.
- C.A. Dahl provided a Levy Update: There are signs available in support of the levy. This weekend information will be circulated door-to-door in support of the levy; Council was invited to join in the event if they so desire.
- C.A. Dahl announced that the first Budget Committee meeting will be held next Thursday, April 27, 2023; the budget will be prepared and posted on the website by Friday, April 21, 2023.

- C.A. Dahl discussed that the first Tuesday of July falls on the July 4th holiday. He asked Council to consider whether they would like to cancel the meeting altogether or move it to a different night. They will consider the options and provide direction at the next City Council meeting.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

The City Council entered into Executive Session at 8:36 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 8:46 P.M. and the City Council did not reconvene.

David Russ, Mayor

Attest:

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		FGSIWS will present their findings to council November 1, 2022. Talked to Newberg about buying into their new water plant. Contacted engineers to develop cost for getting water from Newberg to Dundee. Contacted Infrastructure Finance Authority about possibility of getting a loan or grant to pay for project. 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.	Met with contractors (GSIWS) to develop water usage plan and long term plan for available water. FGSISWS 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.	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		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 Restaurant. 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			
7	On-going Inflow & Infiltration (I&I) reduction (Goal of no DEQ violations and continuing reduction from year to year).	4		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		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 up and possible grant.	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 CPRD to improve visual downtown. Also working with business owner on possible grants through Urban Renewal for façade development.	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 for study of parking on Highway 99W	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		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 palach Park	
7	Update development codes, focusing on park land dedication and on-site storm water management for new developments.	4		Contacted MWVCOG about highkicking 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			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	Got confirmation from the Superintendent of Dundee-Newberg Schools that Billick Park is not for sale. Talking to Urban Renewal about acquiring the park.	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.	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	Receive a \$250,000 grant to complete the build out of tipsu palach Park		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	Finishing up the plan for the new elementary school. Expect ground breaking ceremony around May 22, 2023	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.	
Goal #4 - Actively pursue the objectives and implement the projects outlined in the Urban Renewal Plan adopted in April 2018.						
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
1	Conduct program outreach and marketing efforts to promote interest in façade improvement program.	1		Brought suggested changes to City Council for recommendation and advise. Was asked to not move forward, City no longer had façade improvement program		
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	Urban Renewal has approved two grants for \$1.325 million for development on 99W.		Met with people interested in starting a business in Dundee	
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
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.						
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 palach 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		
			OBJECTIVES	LAST QUARTER	FY 22/23	
			ACTION THIS MONTH			
Goal #6 - Provide efficient, effective, and open government to best serve the community, increase civic involvement, and support public safety.						
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 District Levy on May 16, 2023 Ballot	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		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 crossing 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			

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: May 9, 2023
Reason: Planning Ordinance

Background:

On January 3, 2023, the City Council discussed the request from staff to revise the Planning Ordinance in particular Section 2.16.050 of the Dundee Municipal Code pertaining to Planning Commission Officers. At the May 2, 2023, meeting the Council allowed the Reading of the Ordinance by title only the first step in changing the ordinance for the city's municipal code.

Tonight, the Council can vote for the approval of Ordinance No. 581-2023, an ordinance amending section 2.16.050 of the Dundee Municipal Code relating to officer of the planning commission. The ordinance states at the first meeting of each even-numbered calendar year, the commission shall elect a chairperson and vice-chairperson to serve two-year terms. If a vacancy occurs during a two-year term of office of either the chairperson or vice-chairperson, an election shall be held at the next meeting to fill the vacant officer position for the remainder of the unexpired term.

Motion: I move to approve Ordinance No. 581-2023, an ordinance amending section 2.16.050 of the Dundee Municipal code relating to officers of the planning commission.

ORDINANCE NO. 581-2023

AN ORDINANCE AMENDING THE SECTION 2.16.050 OF THE DUNDEE MUNICIPAL CODE RELATING TO OFFICERS OF THE PLANNING COMMISSION.

WHEREAS, the City of Dundee (“City”) desires changes to be made to Section 2.16.050 of the City’s Municipal Code to modify the length of the terms of Officers on the Planning Commission.

WHEREAS, the City Council finds it to be in the best interest of the City to make this modification to Section 2.16.050 of the City’s Municipal Code.

NOW, THEREFORE, THE CITY OF DUNDEE DOES ORDAIN AS FOLLOWS:

Section 1. Subsection 2.16.050 of the Dundee Municipal Code is hereby amended as follows, with language removed identified as strikethrough and with language inserted identified as bold and underline:

At its first meeting of each even-numbered calendar year, the commission shall elect a chair~~man~~person and vice-chair~~man~~person to serve ~~one~~two-year terms. If a vacancy occurs during a two-year term of office of either the chairperson or vice-chairperson, an election shall be held at the next meeting to fill the vacant officer position for the remainder of the unexpired term.

Section 2. This Ordinance shall take effect on the 30th day after its adoption.

The foregoing ordinance was first read by title only in accordance with Chapter VIII, Section 39(a) of the City Charter on the 2nd day of May, 2023 and duly PASSED and ADOPTED by City Council this 16th day of May, 2023.

Approved:

David Russ
Mayor

Attest:

Steve Dahl
City Administrator

AGENDA REPORT

To: Mayor Russ and City Council

From: Steve Dahl, City Administrator

Date: May 11, 2023

Re: Resolution No. 2023-04 Supplemental Budget

Pursuant to Local Budget law, a supplemental budget may be adopted to increase appropriations if funds are made available that were not anticipated in the budget or a situation not foreseen at the time the budget was prepared that requires a change in financial planning. As provided by Local Budget Law, when the proposed supplemental budget increases expenditures by ten percent or more of the fund's total expenditures, a notice for a hearing on the proposed supplemental budget was published in the Newberg Graphic on May 3, 2023, (not less than five days prior to the meeting) stating the Council will consider adoption of the supplemental budget of the May 16, 2023, regular meeting.

Since the General Fund increase exceeds ten percent of the total fund's expenditure, a hearing is required for the supplemental budget. Mayor Russ should open the hearing and request an interested person to address their comments to Council on the proposed supplemental budget. After the hearing, Council may discuss the supplemental budget and act to adopt it.

Motion: I move to pass Resolution No. 2023- 04 adopting a supplemental budget for fiscal year 2022-2023

RESOLUTION NO. 2023-04

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2022-2023

WHEREAS, The City of Dundee received additional revenues which were not anticipated at the time the 2022-2023 budget was prepared: and

WHEREAS, ORS 294.473 allows for modifying the adopted budget through the process of a supplemental budget showing an increase to resources and expenditures, and giving authority to spend those appropriations; and

WHEREAS, when adjustments are ten percent or more of a fund's total expenditure, the supplemental budget may be adopted by the City Council following a hearing on the proposed supplemental budget: and

WHEREAS, a notice of hearing for the proposed supplemental budget was published in the Newberg Graphic on April 19, 2023, at least five days before the hearing, and

WHEREAS, the Council held a hearing on the supplemental budget on May 2, 2023;

NOW, THEREFORE, THE CITY OF DUNDEE RESOLVES that a supplemental budget to the 2022-2023 adopted budget is hereby adopted and the following appropriations approved as follows:

<u>General Fund</u>	<u>Revenue</u>	<u>Expenditure</u>
American Rescue Plan Grant	\$363,602	
Rural Fire Protection District	\$100,000	
Fire Conflagration	\$ 35,854	
Transfer Out		
Water CIP		\$363,602
Equipment Reserve Fund		\$100,000
Fire Department Conflagration		\$ 35,854
<u>TOTAL</u>	\$499,456	\$499,456

The American Rescue Plan Grant was supposed to come in the 2021-2022 budget year and was late being received. The money was used for work on the wastewater plant. Which was finished this budget year. The fire district was for the purchase of the new fire department rig and fire conflagration was for all the time staff spent fighting forest fires.

Equipment Reserve Fund

Transfer In from General Fund	\$100,000	
Net Change in Fund Balance		\$100,000

The Dundee Rural Fire District paid \$100,000 towards the purchase of a new fire rig.

Water CIP

Transfer In from General Fund	\$363,602	
Net Change in Fund Balance		\$363,602

American Rescue Plan Grant to replace the water line on 9th Street.

Passed by the City Council this 16th day of May 2023.

Approved:

David Russ, Mayor

Attest:

Steve Dahl, City Administrator

AGENDA REPORT

To: Mayor Russ and City Council
From: Steve Dahl, City Administrator
Date: May 11, 2023
Re: Resolution No 2023-05

Background:

Pursuant to Oregon Budget Law, the budget for Fiscal Year 2022-2023 established appropriation limits at the department level in the General Fund and the category level for all other funds of the City. Their appropriations may not be exceeded, but they may be revised following certain procedures allowed by Oregon Budget Law. One such procedure is transferring certain procedures allowed by Oregon Budget Law. One such procedure is transferring appropriations between line items within a fund provided there is no change in total appropriations. Resolution No. 2023-05 was prepared to authorize such transfers for specific line items.

Motion: Motion to adopt Resolution No. 2023-05, a resolution transferring budget line-item amounts within a fund or between funds for fiscal year 2022-2023.

RESOLUTION NO. 2023-05

**A RESOLUTION AUTHORIZING THE TRANSFER OF BUDGET APPROPRIATIONS WITHIN
A FUND FOR FISCAL YEAR 2022-2023.**

WHEREAS, the City Council adopted a budget for the City of Dundee for the fiscal year 2022-2023 on June 7, 2022; and

WHEREAS, ORS 294.463 permits the transfer of budgeted appropriations within a fund when authorized by a resolution of the governing body of a municipal corporation, provided that the next change in the fund's total appropriations in zero; and

WHEREAS, the Dundee City Council finds the transfer of appropriations within the City's General Fund, Water Fund, and Sewer Fund to be appropriate based on the explanations set forth in Exhibit "A".

NOW THEREFORE, THE CITY OF DUNDEE RESOLVES AS FOLLOWS:

Section 1. The transfer of appropriations within the City's General Fund, Water Fund, and Sewer Fund as set forth in Exhibit "A", attached hereto and by this reference incorporated herein, are hereby authorized for Fiscal Year 2022-2023.

Section 2. This resolution shall become effective immediately upon its passage.

PASSED BY THE CITY COUNCIL this 16th day of May, 2023.

APPROVED:

Attest:

David Russ, Mayor

Steve Dahl, City Administrator

Exhibit "A"

Fiscal Year 2022-2023 Budget Transfers

	Adopted Budget	Changes	Amended Budget
GENEREAL FUND			
Community Development			
Professional Services – Engineering/Architecture	\$ 3,000	+\$19,000	\$22,000
Professional Services - Planning	\$48,000	-\$15,000	\$33,000
Professional Services - Legal	\$7,000	-\$4,000	\$3,000
Totals	\$58,000	0	\$58,000

Explanation: With the rise of interest in building within the City of Dundee the engineer had an increase in the amount of time needed to discuss issues with builders such as the school district and Terrain

Fire Department

Contractual Services – Fire Administration	\$7,000	-\$6,000	\$1,000
Contractual Services – Leased Equipment	\$0	+\$1,000	\$1,000
Repairs and Maintenance – Vehicle Maintenance	\$6,500	+\$5,000	\$11,500
Totals	\$13,500	0	\$13,500

Explanation: Because the Fire Department equipment is getting older the cost of maintaining the equipment is going up. We have multiple issues with the Fire engine from tires to storage area door becoming unlatched.

Streets

Repairs and Maintenance – Street Surface	\$80,000	-\$40,000	\$40,000
Repairs and Maintenance – Street Sweeping	\$25,000	+\$5,000	\$30,000
Utilities – Street Lights	\$27,000	+\$9,000	\$36,000
Professional Services – Engineering/Archit.	\$13,000	+\$26,000	\$39,000
Totals	\$145,000	0	\$145,000

Explanation: The work on designing 9th Street project and the rise in costs for street sweeping and streetlights

WATER FUND

Materials and Services - Small tools	\$4,000	-\$2,500	\$1,500
Professional Services – Engineering and Arch.	\$4,500	+\$13,000	\$17,500
Professional Services – Legal Services	\$3,500	-\$1,500	\$2,000
Contract Services – Contract Water	\$10,000	+\$2,000	\$12,000

Insurance	\$9,000	+\$4,000	\$13,000
Repair and Maintenance – Storage and Supply	\$30,000	-\$15,000	\$15,000

Totals **\$61,000** **0** **\$61,000**

Explanation: Repairs and Maintenance were less than budgeted moved to Engineering and Architecture mostly because of 9th Street development.

Sewer Fund

Professional Services – Engineering and Arch.	\$30,000	+\$20,000	\$50,000
Repairs and Maintenance – Infiltration/Inflow	\$20,000	-\$20,000	-0-

Totals **\$50,000** **0** **\$50,000**

Explanation: Engineering and Architecture was higher than expected due to building and street development.