

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
May 1, 2012**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes:.....	2
Public Comment:.....	2
Consent Agenda.....	2
Old Business	2
WQWTP Construction Project Status Report	2
Ordinance No. 510-2012, Water Leak Adjustments.....	4
City Administrator Salary.....	4
New Business	4
Employee Medical Benefits.....	4
Council Concerns and Committee Reports.....	5
Mayor's Report.....	5
City Administrator's Report	5
Public Comment:.....	5

City of Dundee
City Council Meeting Minutes
May 1, 2012

Call to Order

Mayor Crawford called the meeting to order at 7:01PM.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong, Munson (7:18 P.M.), Nelson, and Reddell.
Excused absence: Councilors Miller and Pugsley. Staff members: Rob Daykin, City Administrator, Alan Mustain, Public Works Supervisor, Todd Miller, Public Works, and Debra Manning, Assistant City Recorder.

Public Attendance

Preston Van Meter, Kennedy/Jenks and Michael Humm, Kennedy/Jenks.

Agenda Changes:

A request for authorization to purchase lab equipment is added to item 6.1 WWTP Construction Project Status Report.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, April 17, 2012. **The motion** passed unanimously.

Old Business

WWTP Construction Project Status Report

Michael Humm, Kennedy/Jenks updated the Wastewater Treatment Plant project:

- Headworks: the metal roofing structure and the fines screens in the channel have been installed; work is progressing on the installation of the roof, instrumentation and the odor scrubber

Councilor Reddell inquired if the augers to clear debris run continuously. Humm replied a level sensor starts the auger's operation. Councilor Nelson questioned the volume of debris generated in a month. Preston Van Meter, Kennedy/Jenks estimated a one yard dumpster would be filled weekly.

- Headworks Electrical Building: the concrete precast panels, the doors, the window, the metal roof, and the electrical control cabinets are installed; wires are being pulled
- Operations Building: the front door, the lab cabinets, and the flooring (lab floor: epoxy, meeting room: carpet, and entry way: vinyl) has been installed
- MBR structure: handrail, gates, stainless steel aeration piping, and valves have been installed; pumps, mixers and the aeration diffuser grid is next to be installed
- Mechanical Building: the MBR control panels with the SCADA control screens and the UV systems have been installed; the utility water pumps, the chlorinator and blowers are yet to be installed
- Site work: the retaining wall (maintains the 24 foot roadway) and the gravity pipe has been constructed

Councilor Adlong inquired the status of the native turtles. Humm advised that they have been sunning on the logs and appear to be unaffected.

Pay estimate number #10 is \$1,717,535.50, includes the first Ovivo shipment, the Headworks screens, UV equipment, stainless steel piping and equipment, the metal roof cabinetry, and the retaining wall. The project is 70 % complete with \$6,593,039.96 expended to date. Substantial completion is expected in two months.

Van Meter reviewed the pending change orders:

- CO #1: reflects a credit from the \$40,000 in the contract for lab equipment, which city staff will order. Todd Miller, Public Works, compiled four quotes for lab equipment, which was handed out to the Council for consideration.
- CO #5: Headworks Electrical Building is an administrative adjustment of \$5,000 to Kennedy/Jenks for the redesign of the electrical building
- CO #6: \$4,200 composed of credits: the conduits were embedded in concrete allowing the purchase of less costly conduits and for unneeded silencers on the blowers; debits: a change from Ethernet to fiber optic cable will provide lower susceptibility to electromagnetic interference and better communication; a shortage error on behalf of Kennedy/Jenks on the membrane procurement for the stainless steel pipe bends to two MBR basins, and sandblasting to remove stains from a curing agent on the wall in the mechanical room.

A pending change order will address raising the manholes at the Headworks where the grade has been raised for the new building. Change orders approved to date are .65%. The bid opening for the outfall is scheduled for May 3.

C. Reddell asked the difference between substantial and final completion. Van Meter replied substantial completion is when the plant is operational and treating the water and final completion is when the punch list is met; about a two month timeline between the two. Reddell inquired when and who would train staff. Van Meter advised Sue Lawrence, La Center WWTP, will help for a week during plant start up. Vendors will train on their equipment and longer term, more detailed training will occur later. Todd Miller has been receiving training and has received the required operator level III certification.

Councilor Adlong inquired when Lagoon four will be drained. Van Meter informed that a dam will be placed in middle, the lower half will be drained and approximately three feet of water will be left in the upper half to accommodate the turtles, possibly in June.

Mayor Crawford inquired how staff will be trained. Supervisor Mustain advised that Todd Miller will be the head operator, but all will be trained. Public Works will move into the offices once the lab is open. Crawford questioned if adding one part-time person during the summer season will be sufficient to allow full-time staff to adequately operate and maintain the new wastewater treatment plant. Van Meter noted that the plant is fully automated and requires only part-time personnel for operation. Mustain informed that the proposed part-time seasonal PW staff will work on projects at the spring well buildings and landscaping. Crawford inquired what the "sealer" was on the handout. Miller replied it is a piece of equipment used for coli form/e-coli testing.

City Administrator Daykin advised DEQ performed a surprise inspection today for compliance with the loan requirements; there will be another inspection closer to the final completion. Tim McFetridge, DEQ, informed staff of the Talking Water Gardens in Albany and the possibility of permitting that type of water re-use in a park environment for Dundee after the lagoons are decommissioned. Council was polled to determine interest in a field trip for further research. The majority consensus was interested. Daykin noted that the \$25,039.15 for the lab equipment does not include shipping and asked for authorization to proceed with the purchases. **The motion** was

made and seconded to allow the City Administrator to move forward to purchase lab equipment for the WWTP. The motion passed unanimously.

Ordinance No. 510-2012, Water Leak Adjustments

The ordinance returns at Council's directions from the April 17th meeting. Valid leaks, promptly reported and repaired are eligible for up to a 50% credit on the excess water charges. If the water doesn't reenter the sewer system a credit can be applied on the sewer charges of up to 100% of the excess sewer charge. A change to paragraph A. from a water leak adjustment shall not exceed "a 45 day period" to not exceed "two billing cycles". **The motion** was made and seconded to adopt Ordinance No. 510-2012, an ordinance relating to water leak adjustments and amending Section 13.04.150 of the Dundee Municipal Code. **The motion** passed unanimously.

City Administrator Salary

This is the second amendment to the employment contract for the City Administrator, changing the annual salary from \$72,000 to \$75,000 effective July 1, 2012. **The motion** was made and seconded to approve the second amended employment agreement for the City Administrator. **The motion** passed unanimously.

New Business

Employee Medical Benefits

City/County Insurance Services (CIS) is shifting the open enrollment period from August 1st plan year to a January 1st calendar year. The City needs to advise if we will continue with the current coverage or change plans by May 15th. CIS will continue to provide information by February/March on a guaranteed not to exceed rate for the time period after January 1st for budget purposes. C.A. Daykin asked if the Council wants to reevaluate the health plan by the August open enrollment for the January 1, 2013 date. He referred to the survey included in the packet of similar communities and their health benefits cost.

Mayor Crawford asked the difference between a VEBA and a Health Savings Account (HSA). Daykin replied that a VEBA is portable and a HSA allows pretax dollars to apply to eligible medical expenses in a stated amount of time or the employee loses it.

C.A. Daykin suggested forming a committee with employee participation if the Council would like to reevaluate the employee medical benefits, with a final recommendation by August/September. The majority consensus was in agreement. Daykin suggested goals be set for the committee to accomplish. C. Reddell stated the primary goal to provide the best plan for the employees at the best cost to the citizens. C. Adlong inquired if both the medical and the VEBA would be evaluated. Daykin replied they would.

The Mayor suggested comparing the entire compensation package for the employees. Mustain noted it has been approximately four years, since the Council, with Councilor Rogger's direction, was going to review the employee wage scale. Mustain stated there are several employees who have reached the top of their pay level and have not received step increases for years. C.A. Daykin stated a comprehensive salary comparison study can be completed in-house, but it will take time. After further discussion the majority consensus was to review the medical coverage now and commit to review the salary later. C. Reddell will work with the City Administrator on the committee's direction. Daykin will research options available for salary studies and bring them back to the Council. Staff will complete the request for coverage with the current co-pay plan effective through January 1st. Daykin suggested not making changes to the VEBA at this time. The VEBA could be useful to offset cost sharing increases to the employees.

Council Concerns and Committee Reports

The Tourism Committee has invited stakeholders to the branding workshop on Monday the 7th from 4:00 to 6:00 P.M. Options will be brought to the citizens for their vote. Daykin shared the Mission Statement, the city logo, and the earlier Identity Study involving the Public Works Design Standards with the consultants since the branding also impacts the organization of the city. The Mayor noted that the Chehalem Valley Chamber of Commerce is also looking into branding on Monday, May 14th.

C. Adlong shared that trash is becoming a problem in the riverfront area and inquired the status of signage. Daykin replied that Jim McMaster, CPRD, is open to discussions on public access and any restrictions. The Mayor inquired if garbage receptacles are available. None have been noted with the Paddle Launch closed. Daykin suggested attendance at a CPRD Board meeting to bring the concerns to their attention.

C. Reddell commended Todd Miller's Lab Equipment report. Supervisor Mustain shared that Miller will be the certified operator of the WWTP; he has completed classes and certification to become a certified Level III Operator.

Mayor's Report

Yamhill County has started work on the Worden Hill Trail.

The notice for the final Environmental Impact Statement (EIS) for the Newberg/Dundee Bypass was published in the Federal Register on April 27th. The Record of Decision (ROD) is expected by the first of June.

City Administrator's Report

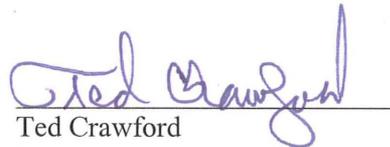
The yard debris bins have been placed at Carmen Heights Drive and 7th Street and at Edwards Road and 8th Street. They will be moved to two new locations mid-month and will be available for use for thirty days.

The surveyor, who plotted out points for the City's twenty acre property, will be available later this week or next week to help the Parks Advisory Committee delineate the City's property in preparation to new trail construction. The estimated cost will be up to \$2,000 including help with brush clearing for line of sight surveying.

Public Comment:

None.

The meeting was adjourned at 8:55 P.M.


Ted Crawford
Mayor

Attest:


Debra L. Manning, CMC
Assistant City Recorder