CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
May 5, 2020

Call to Order
Mayor David Russ called the meeting to order at 6:58 P.M. over ZOOM teleconferencing meeting platform.

Council and Staff Attendance
Attendance Via Zoom: Mayor David Russ; Councilors Tim Weaver, Storr Nelson, Jeannette Adlong, Kristen Svicarovich, Ted Crawford and Patrick Kelly. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Melissa Lemen, Administrative Assistant; and Chuck Simpson, Public Works Supervisor.

Public Attendance
Public Attendance via Zoom: Michael Humm, P.E., Kennedy Jenks.

Agenda Changes
New Business Items 6.1 Temporary Vacancies – Standby Fee and Item 6.2 Letter of Support, Dundee Woman's Club, were added to the meeting agenda.

Public Comment
None.

Consent Agenda
A motion was made and seconded to approve Consent Agenda Item 4.1 City Council Minutes, April 21, 2020. **The motion** passed unanimously.

Old Business

Biosolids Maintenance Proposals
Michael Humm, P.E., Kennedy Jenks, reviewed the information contained in his letter dated April 30, 2020 and beginning on page 7 of the meeting agenda packet. He discussed the biosolids removal process and also explained that an amount of 100 dry tons of waste per removal cycle is a favorable minimum amount for contractors; the City currently produces between 30-40 dry tons per year which schedules out to be an every third year removal cycle. Humm explained that the contract will be set up for a 9-year removal cycle which would allow the City to rely on a particular contractor for 9 years; there is also an extension clause which would allow renewal for an additional 9 years. Humm discussed in detail the process by which the proposals were evaluated. He explained Fire Mountain Farms failed to provide responses to questions related to prior DEQ enforcement or violations. Humm discussed that the second proposal, from Synagro, was joined with Tribeca Hauling, who has also worked previously with the City. Humm voiced support of this as a very favorable arrangement for the City as explained in their recommendation letter. He pointed out that Synagro had the best proposal; the other proposer was deemed nonresponsive as they were incomplete in answering the questions presented in the qualifications section. Humm discussed that the biosolids removal process is expected to begin this summer; the price provided in the proposal is a 2020 price. Additionally, he explained that there is a clause in the contract which allows for annual price escalation based on the consumer price index (CPI). M. Russ asked for confirmation that this allows for a flat increased based only on CPI with no other controls or limits which Humm affirmed. C. Nelson inquired about whether a

hauling site has yet been disclosed to which Humm explained that Tribecca has identified approximately 1000 acres of property just south of Sheridan. C. Nelson inquired about how the received proposals compare with other bids Humm has seen with comparable volumes and terms. Humm discussed that the pricing was in line with what was expected; he had anticipated the price to be between $125,000 and $150,000 (including the management aspect). He pointed out that in 2017, approximately 100 dry tons were removed from the WWTP at a cost of approximately $98,000, though on top of that Kennedy Jenks supported the site authorizations at a cost he recalled being approximately $30,000. Humm also explained that there is no performance bond related to the Agreement; there is not a strong contractual mechanism to enforce nonperformance, though Humm noted that a payment is only made if the work is completed. Brief discussion ensued. Humm pointed out that Tribeca is considered to be the premier land applier in Oregon and Washington, so unless there were a major disruption to the process it would seem unlikely for them to walk away. C. Nelson voiced his support of Humm's recommendation. C.A. Daykin explained that the City has not yet asked the City Attorney to draft up a contract to the mutual acceptance of both parties. Humm pointed out that there is an example of the contract which was published with the RFP which the City has reviewed; if there is some negotiation on that contract then it should be taken back to the contractor as part of this process, and likely needed in the next communication that is had with the contractor. **A motion** was made and seconded to accept the proposal from Synagro for the Biosolids Maintenance Program and authorize the City Administrator to execute a contract following approval by the City Attorney. **The motion** passed unanimously

City Council Goals

C.A. Daykin discussed that the facilitator of the goal setting session, Sue Diciple, provided him a draft of goals approximately two months ago. He explained that though he provided feedback to her and there were a few conversations, he has never received a final version nor her notes to bring back to City Council for final acceptance. C.A. Daykin provided Council with her draft information (beginning on page 61 of the agenda packet) which he indicated he has modified and provided for their review. C. Crawford pointed out that the school district is not moving forward with the bond for Dundee Elementary at this time and C.A. Daykin explained that he did modify the timeline to reflect that though these type of milestones could also be adjusted further as needed. M. Russ inquired as to whether Sue Diciple has completed the scope of her contract to which C.A. Daykin noted that he has not received an invoice for her services at this time. M. Russ suggested that Council take additional time over the next couple of weeks to review and provide any feedback to C.A. Daykin which could then be followed up with future Council discussion, if needed. C. Crawford inquired about C.A. Daykin's retirement timeline to which he indicated has been reflected in the milestones goals document and will occur at the end of 2021.

New Business

Temporary Vacancies – Standby Fee

C.A. Daykin discussed some of the details of his agenda report provided for the meeting tonight. He clarified that the standby fee only applies to the water and sewer bases; the storm water fee is based on pervious surface area and does not apply to reduction of that fee. C. Nelson voiced support of no adjustment for the storm water fee; runoff occurs whether business is operating or not. After a customer is voluntarily shut off, C. Nelson inquired about whether those customers later incur a fee when they wish to begin service again. C.A. Daykin clarified that that the City has not set up a charge for voluntary shut off; this has always been provided as a service to customers. Additional discussion ensued. The consensus of Council is to provide adjustments beginning in the month of April to the discussed businesses impacted by Oregon Governor's Executive Order No. 20-12.

Letter of Support - Dundee Woman's Club

C.A. Daykin discussed that Joyce Colling has requested support for an Oregon State Parks and Recreation Department grant that she is seeking for the Dundee Community Center building. Council unanimously voiced their support of the letter.

C. Adlong inquired about the State Parks Grant to which C.A. Daykin discussed that the City did submit its application for the Local Government Grant Program to State Parks. He explained that the day before he provided the submittal he did receive an email from them which explained that they are accepting applications but are not going to proceed with evaluation and ranking until they have a better idea as to their funding source, state lottery revenue.

Council Concerns and Committee Reports

C. Crawford inquired about whether details are yet known about a phased reopening in our area. C.A. Daykin indicated that he would resend an email containing draft guidelines for opening up the economy again. M. Russ noted that Governor Kate Brown has extended the State of Emergency to July 6, 2020.

Mayor's Report

M. Russ inquired about whether a start date has been set for when construction will begin on the highway streetlight project. C.A. Daykin discussed that what he heard from the City Engineer is that the vendor told the contractor that they thought it would be 8 weeks for delivery of the materials, though the contractor thought that might even be too soon. C.A. Daykin affirmed that this is still being planned as a July 2020 project.

C. Crawford inquired about a start date for ODOT's rebuild of Highway 99W to which C.A. Daykin affirmed to still be on schedule. He discussed that the new project manager, according to C.E. Reid, is adamant about having no further delays; they are still planning on a mid to late fall bid opening with the expectation that contracts will be awarded. ODOT has indicated that they anticipate they will have a pre-construction meeting in early 2021 with the contractor.

C. Crawford recalled seeing some flaggers along Highway 99W last week to which C.A. Daykin explained that core samples were being taken from the highway by ODOT.

City Administrator's Report

C.A. Daykin reviewed that an upcoming Open House was scheduled and advertised in the City Newsletter regarding vacation rentals. The event date had been set for May 27, 2020. Following discussion on the Code amendment process, the consensus of Council was to postpone the Open House until restrictions are less and the meeting can occur in person rather than electronically, with the hope that the meeting can be scheduled by mid-June.

The meeting was adjourned at 7:28 P.M.

David Russ, Mayor

Attest:

Rob Daykin, City Administrator/Recorder