

**CITY COUNCIL MEETING  
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July 7, 2020**

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**City of Dundee**  
**City Council Meeting Minutes**  
**July 7, 2020**

**Call to Order**

Mayor David Russ called the meeting to order at 7:00 P.M. over ZOOM teleconferencing meeting platform.

**Council and Staff Attendance**

Attendance Via ZOOM: Mayor David Russ; Councilors Tim Weaver, Storr Nelson, Kristen Svicarovich, Ted Crawford, Jeannette Adlong and Patrick Kelly. Staff Attendance via Zoom: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Amy Hanifan, Interim Fire Chief; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

**Public Attendance**

Attendance Via ZOOM: Byron Bailey and Zac Harris, Blackpoint IT; Rebecca Minifie; and Matt Frey.

**Agenda Changes**

New Business Agenda Item 7.2 ODOT Temporary Easement Request was added to the meeting agenda.

**Public Comment**

Rebecca Minifie addressed the City Council and indicated that she is present tonight to briefly discuss the cell tower proposal which came before the Planning Commission last Wednesday. She explained that the Commission denied the proposal unanimously and indicated that over 60 people wrote letters of opposition. She discussed that though having a cell tower at the fire station might have seemed like a good fit for the City when the lease was first approved by the Council in 2013, it is obviously not a good fit now and requested Council revisit that. Discussion ensued until the conversation was interrupted by C. Atty Ramis who expressed concern to M. Russ that this comment appears to be entirely about an application that was in front of the Planning Commission and may come to City Council for decision; this is an ex parte communication which can be presented during the proper hearing process. C. Atty Ramis offered his recommendation that M. Russ not allow this particular testimony be presented tonight and instead recommend that it be included at the time of a hearing if there is an appeal. M. Russ encouraged Minifie to return to provide her testimony at a future hearing if it arises.

**Presentation: Computer System Proposals – Byron Bailey, Blackpoint IT**

Bryon Bailey, Blackpoint IT, introduced himself and introduced Zac Harris, Senior Engineer, who is also present tonight. Bailey explained that the most pressing and most needed solution is replacement of the server which the manufacturer has indicated has reached end of life status. He explained that as a result, the manufacturer is no longer issuing security updates and are not creating parts for the server; the supply of parts available in the market will not be replenished. Detailed discussion ensued and Bailey reviewed the two replacement option proposals provided beginning on page 3 of the agenda packet. He explained that the first proposal provides replacement with a modestly upgraded server to account for future use; this type of new server would likely provide 6-8 years of service. Bailey also discussed the second proposal of a cloud-based solution. He explained this option provides a lot of security benefits as well as latency and redundancy benefits, though over time a cloud solution would likely be a more costly option. C.

Crawford expressed concern and inquired about the high cost of this option and Bailey referenced the cost breakdown on their provided proposal. Bailey explained that typically the more servers there are running in the cloud, the more costs are increased; the City of Dundee has 3 different servers. Bailey explained that he hadn't proposed the cloud option to C.A. Daykin as a cost saving solution and suggested that focusing on the first option is probably the best option given the budget constraints which exist. C. Crawford suggested that there may be other cloud-based service providers which are less expensive though Bailey suggested that there could also be a significant difference in the level of service provided, especially in the event of an outage.

C. Nelson inquired about the service life of a replacement server as outlined in Option 1. Zac Harris explained that this type of server should provide 6-8 years of service. He discussed the importance of keeping the server under warranty after the manufacturers warranty expires; the warranty can then be extended out until end of life. Discussion ensued and additional questions were addressed. Present systems and servers were also discussed. C. Crawford inquired about a solid-state drive to which Harris explained are much more expensive; it is their opinion that the drives presented in the proposal are sufficient for the needs of the City.

C.A. Daykin noted that 6 years ago when they changed out the server at that time the cost was virtually the same as what is being proposed now, both for the hardware and implementation costs. He is not certain that the City is presently in a position to support the monthly costs for the additional service for the cloud solution at this time. Bailey noted that if at any time the City were interested in a cloud solution, there would still be a number of tests which would need to be done to ensure the speed and reliability of the internet service connection.

C. Crawford inquired about whether the fire station has their own server to which Harris explained that they do not; they have a workstation only. C.A. Daykin explained that the fire department employees have been converted to Dundee City email addresses though otherwise are not utilizing the City server. Public works does have a VPN connection because they do access the software on the server; the fire department does not have a need to access the server.

C.A. Daykin explained his desire that Council review the different options available for replacing the server. He discussed that this cost was not included in this year's budget. C.A. Daykin requested Council's opinion on whether the City should accept the risk and budget this item for next year, or proactively address it at this time by using contingency in the general fund to complete the project this year. C.A. Daykin suggested that this could be further discussed in New Business to which M. Russ voiced support of.

C.A. Daykin discussed that presently the City is on a time & materials basis in terms of IT support with Blackpoint, and the movement is going to managed services. Bailey referenced the proposal beginning on page 9 of the agenda packet. He discussed the T & M method presently used for billing the City of Dundee for IT services. Bailey discussed the IT managed services option and coverage as well. He highlighted the advanced security benefit provided in this option as shown on page 12 and discussed the potential benefits of this in detail. Bailey pointed out that the managed services option would also provide that a consultant would come in on a proactive basis once a quarter to evaluate things proactively so that budgeting could be done more easily and more regularly. Bailey explained that historically the City of Dundee has been spending substantially less on a T & M basis than the cost of the managed services option, though he discussed some of the additional benefits in moving to a fully managed solution.

C. Svcarovich inquired about ordering materials for a new server and whether there is a timeline for those materials to arrive. Bailey discussed that the physical parts for the new physical server

itself are not difficult to acquire. He noted that a timeline has also been included for estimated completion at the bottom of page 4 in the agenda packet.

## **Consent Agenda**

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, June 16, 2020, and Item 5.2 Public Works Quarterly Report. **The motion** passed unanimously.

## **Old Business**

### **SCA 2021 Grant Application – Myrtle Street**

C.A. Daykin reviewed the information contained in his agenda report beginning on page 23 of the agenda packet. He discussed that if sidewalk improvements are desired on both blocks it would probably make more sense to complete the work as one project instead of two separate LIDs. He discussed that due to the fact that this neighborhood does have preexisting sidewalks, City Staff recommend that if an LID is desired, to consider only assessing 50% of the costs (as opposed to areas that do not have sidewalks being assessed 100% of the cost of new sidewalks). C.A. Daykin explained that if Council is inclined to move forward with this, those affected in the public would be provided the opportunity to attend a future City Council meeting to discuss these policies with the City Council also; this would be part of the hearing process for the LID. C.A. Daykin discussed City Staff concerns related to the COVID-19 pandemic and potential impacts to gas tax revenues. He discussed the more cautious approach in committing funds with the SCA grant application as recommended by Staff, and suggested that Council could still revisit the possible inclusion of sidewalks with the Myrtle Street improvements following review of the Street CIP Fund status in April 2021. Discussion ensued C. Crawford inquired about the number of houses impacted by a LID to which C.E. Reid confirmed to be 14. C. Adlong inquired about the potential LID cost per house. C.A. Daykin referenced the cost estimates provided on page 25 of the agenda packet and reviewed that the cost would be approximately \$2325.68 per lot. C.A. Daykin explained that design issues can be discussed at a later date if the City is indeed awarded the grant. With regard to a LID, C. Adlong inquired about how many years that is typically amortized with property owners to which C.A. Daykin affirmed to be 10 years. The consensus of Council was to move forward with the SCA grant application without the inclusion of sidewalks.

### **PERS Side Account**

C.A. Daykin discussed his agenda report beginning on page 27 of the meeting packet. He expressed concern with the General Fund and noted the increased costs associated with the additional fire department staffing costs as well as the investigation costs regarding the claim; these costs are not yet ending though will end soon at a higher than anticipated cost. C.A. Daykin also pointed out that potential file server costs would impact the General Fund as well. He explained that even with a contribution amount of \$300,000 the City would still be receiving a good return on investment. A **motion** was made and seconded directing the City Administrator to make payment of \$300,000 to a PERS Side Account established for the City of Dundee effective August 1, 2020. **The motion** passed unanimously.

### **CWSRF Loan Amendment**

C.A. Daykin discussed the information provided in his agenda report on page 31 of the meeting packet. He highlighted the lower interest rate as well as discussed additional advantages to the proposed loan amendment. A **motion** was made and seconded to authorize the City Administrator to request DEQ to prepare an amendment to CWSRF loan No. R29650 waiving the loan reserve and reducing the interest rate. **The motion** passed unanimously.

## New Business

### LOC 2021 Legislative Agenda Priorities

Council briefly discussed some of their opinions on the legislation priorities list. The consensus of Council was to each select their top 5 choices, rank their first choice, and then submit their selections to C.A. Daykin for compilation.

### ODOT Temporary Easement Request

C.A. Daykin explained that the easement request is regarding a small piece of property across from Eighth Street, a portion of the sidewalk planter strip area. ODOT needs to complete work in this area installing some new stormwater facilities. Discussion ensued. It was noted that this is a temporary easement request only and will terminate once the work is completed. C.E. Reid discussed that the City has a storm inlet by the driveway in front of the fire station. He explained that the contractor who built the fire station made a unique connection to the storm system and a 2-foot manhole was then placed to jog the line over to get to the new storm inlet; ODOT will be fixing this issue and will need some additional workspace in that area. It was noted that ODOT is being conservative in their two-year request; it is their hope that the work will be completed within one season. C.A. Daykin pointed out that this proposal is based on a calculation of just compensation for the temporary easement of \$900. He explained that if the City wishes to simply donate the easement there is a different path that would need to be taken to elect that option. **A motion** was made and seconded to adopt **Resolution No. 2020-12**, a resolution accepting the State's offer of compensation for a temporary easement from the City of Dundee and authorizing the Mayor and City Recorder to execute the temporary easement document. **The motion** passed unanimously.

### Computer System Proposals

M. Russ voiced support of conducting research and obtaining additional proposals. He explained that he is comfortable continuing for the time being with the sever in place at this time though acknowledged that there is always a risk. Discussion ensued. C. Adlong voiced that she feels it is important that the computer system operates properly as it is a core function of the City. She voiced support of moving forward with Option 1 at this time. C. Adlong discussed the importance of making sure the computer equipment works property and that there aren't unanticipated problems that arise that cost the City more than a new server would cost. C. Kelly voiced concern that the proposal seems costly and perhaps a bit overly excessive with seven different 16GB RAM modules. C. Weaver suggested that perhaps some of that could be attributed to what is built in for the future though it was noted that this still seems excessive. C. Nelson voiced support that the server be addressed in the short-term over the next couple of months rather than waiting. C.A. Daykin offered that since he has no way of understanding how to write the specifications, he could invite different firms in to assess the needs of the City. He explained that if the City departs from Blackpoint, a new IT consulting firm would also likely be needed. Discussion ensued. M. Russ expressed concern about Blackpoint IT stating they would lean on a vendor for diagnostics, and suggested that they should be able to perform diagnostic work. C. Weaver inquired about whether C.A. Daykin has been satisfied with the services provided by Blackpoint IT to which he affirmed; they have been very responsive to the needs of the City and there have been no complaints pertaining to performance. C.A. Daykin reviewed some of the services which have been provided by Blackpoint IT. M. Russ suggested that when obtaining quotes, a consultant should be invited in to evaluate the equipment already in place to assist them in providing us their recommendation and proposal. C. Weaver inquired about whether current remote connections (for employees working off-site) are working well and would this be improved with a new server or stay the same. C.A. Daykin wasn't aware of it impacting that dynamic in any way; things seem to be working well right now. Discussion ensued. C. Crawford pointed out that the internet capacity of the proposed new server is approximately 10

times the capacity of the present system which would help the VPN remote access quite a lot. C.A. Daykin discussed that Staff will begin investigating other vendors and try to set up a process to solicit proposals.

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

C. Weaver and C.A. Daykin attended a recent update meeting about the Fire Service Study with the consultants. C.A. Daykin discussed that although it wasn't all that informative, by early August a complete draft will be available for the various agencies to review, bring back any kind of edits/changes, then a final draft will be prepared and provided along with a presentation at various locations to include the elected officials. C. Weaver explained that the consultants indicated that they are dealing with approximately 10 fire agencies across the County; they have received a very good response from everyone involved. C. Weaver noted that McMinnville Fire will likely fund any additional costs associated with the Study. He also stated that he anticipates that some very positive ideas with some good possibilities will be shared. C.A. Daykin explained that the consultants indicated that they have had over 80% positive responses from the rank and file members and board members regarding investigating the opportunities. C. Weaver voiced support of evaluating the results of this Study before considering any other options.

With regard to the proposed change of security for the DEQ Loan, C. Crawford inquired about the fact that it is based on the assets of the City; if the fire station all of a sudden wasn't an asset would that impact the loan? C.A. Daykin discussed that though it is indeed an asset, a change of that nature would not affect the loan.

### **Mayor's Report**

M. Russ requested a status update on the investigation. C.A. Daykin discussed that the investigator has completed all of the interviews other than he's supposed to be making contact with C.A. Daykin for some follow-up questions. C.A. Daykin explained that he spoke with the City Attorney today; he does expect to receive a report from the investigator by the end of this week. C.A. Daykin indicated that he would advise M. Russ when things are nearing that point and then the availability for a special meeting can be discussed. Regarding BOLI, C.A. Daykin discussed that a continuance has been requested and the City is still in that same holding pattern.

### **City Administrator's Report**

C.A. Daykin provided new information following the presentation provided by Gary Eastland, Hagan Hamilton, with regard to the increased Worker's Comp premium. He explained that they did finally receive a quote back from SAIF which they acted upon. C.A. Daykin reviewed that the premium had increased to \$50,000+ for the annual premium. A new premium with SAIF beginning August 1, 2020 (and prorated to an 11-month term as compared to a 12-month term) is \$23,348, a significant savings for the City. M. Russ inquired about whether the City participates in any in-house training programs which might help keep the rate down. C.A. Daykin explained that CIS has provided some assistance in that area though he is unsure what SAIF provides in that area. He discussed that there has not been a lot of training in recent years, though representatives from CIS used to come up and help assist the Safety Committee do audits or walk-throughs of various facilities and procedures. M. Russ discussed that he is fairly certain the SAIF does have videos or other programs which the City could participate in. C.A. Daykin pointed out that one thing that is different with SAIF is that the City will be providing them quarterly review of actual salaries and the premium will be adjusted based on that actual information, whereas with CIS an audit is completed at the end of each year with an adjustment the following year.

Regarding utility billing, C.A. Daykin discussed that 16 doorhangers were placed with the majority of those customers making contact and arrangements for payment though there are still 4 accounts which have not yet done so. The consensus of Council is to hold off on implementing

water shut offs at this time with a discussion to be held again at a future meeting. C. Crawford pointed out that if Congress were to extend the unemployment boost that would sway his decision, though if they don't elect to do so that would also sway his decision; if unemployment is not extending some customers may have a lot of difficulty in making the payments.

The consensus of Council was to move forward utilizing the ZOOM meeting platform for the time being. C. Svicarovich shared that she had heard that one item to pass in the last session was that the State was allowing continuation of virtual public meetings through the duration of the State of Emergency, however long it continues to be extended, with 60 additional days provided after the State of Emergency ends.

**Public Comment**

None.

The meeting was adjourned at 8:13 P.M.

  
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David Russ, Mayor

Attest:

  
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Rob Daykin, City Administrator/Recorder