

**CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
May 18, 2021

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ; Councilors Tim Weaver, Ted Crawford, David Ford, Storr Nelson and Patrick Kelly. Absent: Councilor Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Bill Monahan, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

Via Zoom: Joel Conder, Capitol Asset & Pavement Services (CAPS); Michael Humm, P.E., Project Manager, Kennedy Jenks; and Molly Bailey, Yellow Cactus, LLC.

Agenda Changes

Old Business Item 6.4 Water Tender Financing was added to the meeting agenda.

Public Comment

None.

Presentation: Pavement Management – Joel Conder, CAPS

Joel Conder, Pavement Management Consultant, CAPS, introduced himself and provided the Pavement Management Condition Report via Powerpoint presentation, a copy of which was added to the meeting agenda materials. He discussed that the system-wide average Pavement Condition Index (PCI) for the City of Dundee is 80, which he pointed out is one of the better PCI's in the State. Conder discussed the pavement deterioration curve in detail and the increased costs of preventative maintenance associated with streets as their condition worsens. He described four potential scenarios of street maintenance in detail, as outlined in the Powerpoint presentation. Conder pointed out that if the City elects to continue at the current investment level (Scenario 2), the deferred maintenance will continue to grow year to year, as reflected on the graph; increased funding could help remedy this situation. He discussed the current PCI conditions in Dundee, as reflected on the map of Dundee streets in his presentation. Conder discussed budget scenarios associated with the options provided.

C. Crawford inquired about upcoming grant work to be completed on Myrtle Street. C.A. Daykin explained that specifications are being put out now for repaving the section of Myrtle Street between Thirteenth Street and Neiderberger Road; it is anticipated that bid prices will be provided at the next Council meeting.

C.A. Daykin discussed that the recommendations provided by the StreetSaver software form a list of projects which City Staff then address in the field to determine the proper maintenance method. He explained that sometimes even though various projects are recommended in various locations and in various years, those projects are sometimes changed up to group logical pieces together or avoid undue hardship in certain neighborhoods if too much work is proposed.

Conder described in detail the methodology involved in determining the PCI. He discussed that within the Pavement Management System there is a decision tree which has been updated to

reflect current unit costs associated with preventative maintenance/repair work. Discussion ensued. It was noted the Highway 99W is a state highway and not included in the provided calculations.

C. Crawford inquired about which scenario has been budgeted for the future and C.A. Daykin explained that he has budgeted for the status quo of \$140K per year on average, taking into consideration of receiving two SCA Grants within the five-year span as well as the normal use of the City street fund resources for these types of projects.

C. Ford noted that on page 11 of the Pavement Management Budget Options Report, Table 8, that the budget total from year to year reflects either \$100,000 or \$200,000 being spent; he inquired about whether this information is projected correctly. C.A. Daykin explained that this information reflects projections in some manner though may not necessarily reflect the exact investment level each year; the \$200,000 years reflect receiving the SCA Grant over normal funding levels. C. Ford inquired about whether \$140,000 has been budgeted for the upcoming fiscal year. C.A. Daykin discussed that the City does have a successful grant which will be implemented in this fiscal year (2021), so there would be that additional \$100,000, though there could also be an additional grant in 2022 possibly; it is difficult to know exactly how things will play out year to year regarding SCA grant projects. C.A. Daykin discussed that for the coming fiscal year 2021/2022, \$80,000 has been budgeted from the Street Fund for street surface maintenance repair. The Street CIP Fund for F/Y 2021/2022 was also reviewed briefly, and C.A. Daykin noted that the total amount budgeted in the Street CIP for paving projects (though may not be spent entirely) is \$265,000.

M. Russ discussed the importance of this information being used a guide for the City. He reviewed that since the original review was done and annual maintenance projects completed, the City PCI index has increased. He noted that the City is in good condition now and did not support spending a large amount of funds to continue to increase that index given the current economy, though did support doing what is necessary to keep things as level as possible. Brief discussion ensued regarding projects completed in recent years to bring things to the PCI it is today. Conder pointed out that the slurry seal work which has been completed over the recent years has really helped increase the PCI; preventative maintenance is important in preserving the longevity of streets and ultimately increasing PCI.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, May 4, 2021. **The motion** passed unanimously.

Old Business

MBR Cassette Expansion Project

Michael Humm, PE, Project Manager, Kennedy Jenks, was present and available to answer questions. He discussed that this project is proprietary equipment that will be installed into the unpopulated membrane basin; because it must match the existing equipment, it is a candidate for sole source procurement. Humm explained that they would solicit Kubota (the manufacturer) to provide a competitive cost proposal which indicated that he would then bring back to the City for review by the City Attorney. Additional details pertaining to the procurement process were reviewed in detail. Humm explained that once the equipment is procured and purchased by the City, it would be turned over to the general contractor for installation.

C. Crawford pointed out that on page 13 under the proposed project schedule, the Notice to Proceed date has already passed. Humm noted that this date would need to be updated. He

explained that the procurement duration is between 4-6 months, and that this is something which is not contingent upon dry weather. **A motion** was made and seconded to approve the proposal from Kennedy Jenks in an amount not to exceed a price of \$34,854. **The motion** passed unanimously.

Fire Chief Selection Criteria

C.A. Daykin discussed that the City has received eight applications and have five good candidates which are being scheduled for interviews. Interviews will be conducted on May 24, 2021. C.A. Daykin explained that the intent would be to come back to City Council in executive session to review the top candidate and alternates, and then following that process a selection would be made. **A motion** was made and seconded to adopt the interview panel composition and selection process described above and adopt the Candidate Alignment Matrix, Fire Chief Ideal Candidate and Qualifications descriptions, and the updated Fire Chief job description as the basis of evaluating qualified candidates for the Fire Chief position. **The motion** passed unanimously. The consensus of City Council was to conduct an executive session in a Special City Council meeting on Tuesday, May 25, 2021 at 7:00 P.M.

Resolution No. 2021-05, Employee Handbook Amendment

C.A. Daykin briefly reviewed the resolution. **A motion** was made and seconded to pass Resolution No. 2021-05, a resolution amending the Employee Handbook. **The motion** passed unanimously.

Water Tender Financing

C.A. Daykin explained that he received quotes from three lenders for financing of the new water tender. He explained that the US Bank proposal would be his recommendation if Council chooses to finance the water tender. C.A. Daykin briefly reviewed the terms of each option, as reflected in the addendum materials provided for the meeting agenda packet. Discussion ensued. C.A. Daykin pointed out that the City already has a banking relationship with US Bank; the City has one outstanding loan and they have been very good to work with. **A motion** was made and seconded to accept the US Bank proposal and authorize the Mayor to execute a loan agreement for financing the purchase of a water tender in the amount of \$285,548.00 over a five-year term with quarterly installments. **The motion** passed unanimously. C. Ford praised C.A. Daykin's efforts in obtaining the financing quotes in such a timely manner. C.A. Daykin pointed out that with the US Bank proposal, the interest won't begin until they actually pay the vendor once the City accepts the vehicle; in the proposals from the other two lenders the interest was to begin once the loan had been approved.

New Business

Tourism Website & Social Media Marketing Agreement

C. Crawford provided background information. He explained that the City of Dundee did not renew the contract with DNA Studios, LLC at the beginning of February; service has been provided on a month-to-month basis since that time. C. Crawford explained that the Tourism Committee wants to solidify the agreement and downscale it a bit as Molly Bailey doesn't have the resources that the previous company had. Brief discussion ensued and C. Crawford explained that Bailey will continue to maintain social media and the website, as well as additional content, while keeping things fresh; he noted that he does not anticipate seeing a big drop off in what services had been previously provided. C. Crawford explained that at the beginning of 2022 the Committee would plan to likely undertake a formal RFP process for outsource marketing as the transient room tax revenue returns to pre-COVID numbers and begins to grow again. Bailey explained that her hope is to provide more service for less cost since moving forward she will have less overhead but the same team and resources as before. Additionally, she explained that

moving forward she does not feel that she/her staff will need to do big video productions all of the time; creating good content often is most important. Brief discussion ensued. C.A. Daykin explained that when he reviewed this information with C. Atty Matthew Kahl, he stated that the City could move forward with this under emergency authorization; the City would be going outside of the normal procurement process for being beyond the \$5,000 limit, but not exceeding \$25,000. He referenced the additional document shared with City Council earlier this afternoon (a copy of which was added to the meeting agenda materials) which lays out that determination. C. Atty Monahan explained that City Staff view this as a bridge between the old month-to-month contract and going out for an RFP; it is important to go out for an RFP at the beginning of 2022. **A motion** was made and seconded to authorize the City Administrator to execute an agreement with Yellow Cactus, LLC for tourism website social media management service in an amount not to exceed \$25,000 with the condition that the Tourism Committee first reviews and accepts the scope of work, and that the City Council accepts the emergency proclamation regarding this RFP. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Ford discussed that based on the CDC's recent determinations, he is wondering when City Council would feel comfortable beginning to meet face-to-face again. M. Russ and C. Kelly voiced support of moving back to in-person meetings. C. Crawford suggested the continued use of Zoom meetings for those who wish to participate in the meetings remotely. Discussion ensued regarding potential options for hybrid meetings. M. Russ voiced that while he is in favor of beginning hybrid meetings, he is not in favor of the City conducting hybrid meetings on a long-term basis as this can be stressful for those involved in the process. C. Weaver discussed that there is still a State of Emergency declared which is ongoing; he inquired about whether there has been any indication that this will be rescinded. C.A. Daykin explained that he did receive an announcement of new guidelines today from the Governor's office today regarding mask wearing. He indicated that he has reached out to other City Manager's to find out if they are proceeding with face-to-face meetings at this time; though he has not heard back yet, he will follow up on that. C. Weaver recalled that Dundee's State of Emergency was left open ended, perhaps to follow the State of Emergency set by the Governor. M. Russ suggested consideration be given to beginning a hybrid meeting process for the June 15, 2021 City Council meeting. C. Ford suggested revisiting this topic at the June 1, 2021 meeting to make sure that moving forward with a hybrid meeting makes sense for the second meeting in June or should be moved out further.

C. Crawford explained that he's noticed that a many of the lots near the old Bag Connection property and the open field area now have waist-high grass. C.A. Daykin explained that Public Works crews are presently identifying those properties which are a concern, and a courtesy notice will be mailed out; the mowing deadline will be June 1, 2021. He explained that if property owners fail to comply, an abatement process will be initiated.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin explained that public works crews installed a banner which promotes the farmers market event on Fifth Street. He discussed that normally a banner of this nature would not be up continuously all season though in this particular case, given the nature of the event, he wished to inquire about whether Council would have any concerns if the banner remained until the final farmer's market occurs. M. Russ pointed out that CPRD has placed a banner advertising the weekly event on the Sander Estate property as well; thus far it has remained in place continuously. M. Russ voiced concern that the farmers market banner does not prevent other

people from also being able to use the banner space. C.A. Daykin noted that there is more space available for additional banners, though the City has not received additional banner requests. M. Russ noted that if CPRD is providing a banner onsite, he views this within a sign ordinance; they should be allowed some amount of signage.

C.A. Daykin discussed that the City just received notice from utility worker, Michael Lord, that he has accepted a new position back east; his last day at work will be June 8, 2021. It was noted Lord has worked for the City for a good number of years (15). C.A. Daykin explained that the City will begin the recruitment process for the utility worker position early next week; a replacement will be sought by early July.

C.A. Daykin discussed that today he received an email request from Sean Rivers pertaining to an upcoming Fueled by Fine Wine half marathon event. He explained that the request from Rivers included wanting to bring the event back to Dundee this year; the event would take place July 17-18, 2021. C.A. Daykin discussed that Rivers indicated that he would conduct the event at Billick Park and staggering start times to reduce congestion. He also indicated that the wine tasting would occur with a smaller number of wineries; perhaps smaller tents instead of one large communal tent. C.A. Daykin discussed the potential formal process involved moving forward if this event were to occur in Dundee at Billick Park; the closure of Fifth Street would need to be approved by Council as well as a variance requirement. C.A. Daykin inquired about how City Council would feel about the event returning to Dundee given the consideration of the highway construction process and other issues. City Council discussed the event. C. Crawford voiced concern about potential parking issues but noted that if the event were spread over two days this would help with that concern. He recalled that in the past the event was capped at approximately 1400 racers. C. Ford voiced support of the event returning to Dundee as did other Councilors. C.A. Daykin indicated that he would call Rivers tomorrow to request a more concrete proposal be provided to Council for their review.

Public Comment

None.

The meeting was adjourned at 8:05 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder