

**AGENDA
DAYTON CITY COUNCIL
WORKING/SPECIAL SESSION**



DATE: MONDAY, APRIL 16, 2018
PLACE: CITY HALL ANNEX, 408 FERRY STREET
TIME: 6:30 PM

Dayton – Rich in History....Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	

This time is reserved for questions or comments from persons in the audience on any topic.

D.	ACTION ITEMS	
	1. 9 th Street Lift Station	1
	2. Sewer Capital Project Update	3
	3. Appoint Budget Committee Member	7
	4. Donation Request – Dayton FFA	11
E.	CITY COUNCIL COMMENTS/CONCERNS	
F.	INFORMATION REPORTS	
	1. City Manager’s Report	
G.	ADJOURN	

Posted: 04/12/2018
Rochelle Roaden, City Recorder

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

NEXT MEETING DATES
Budget Committee Meeting #1, May 7, 2018, 6:30 PM
Budget Committee Meeting #2, May 21, 2018, 6:30 PM
Yamhill County Commissioners Town Hall, Monday, June 4, 2018, 6:00 PM
City Council Regular Session, Monday, June 4, 2018, 6:30 PM
City Hall Annex, 408 Ferry St, Dayton

Council Meeting Date: April 9, 2018
To: Honorable Mayor and City Councilors
From: Zoe Monahan, City Manager
Issue: Approval of Repairs at the 9th Street Lift Station

Background and Information

The 9th Street Lift Station is in need of new controls for the existing pump. The controls are currently in a wet well as described in Steve Sagmiller’s attached staff report. The pump station serves most of the homes on the western side of the city. The City purchased a backup generator in 2017 and staff is budgeting about \$65,000 for new controls and a structure for the controls in the FY 2018-2019 budget.

Staff obtained bids for a pad, the electrical work needed to move the connections from the wet well and replace them with quick connect fittings, connecting the backup generator and running new electrical under 9th St as required by PGE. The Intermediate Procurement process (competitive quotes from select contractors), as provided under OAR 137-049-0106, was used to provide quotes for this phase of the project. Quotes received ranged in price from \$27,730.00 to \$36,118.00. The low bid for this project was received from GPEC at \$27,730.00.

City Manager Recommendation: I recommend contracting with GPEC for the ground and electrical work for \$27,730.00 with a contingency of 10% for a total of \$30,503.00.

Relevant Council Goal: Goal A – Develop and maintain infrastructure to improve livability and support operations and growth.

Potential Motion to Approve: “I move approval of contracting with GPEC for the ground and electrical work for the 9th Street Lift Station with a budget of \$30,503.”

Council Options:

- 1 – Approve the replacement as recommended.
- 2 – Approve the replacement with amendments.
- 3 – Take no action and direct staff to do further research or provide further options.

**TO: ZOE MONAHAN
CITY MANAGER**

**FROM: STEPHEN SAGMILLER
PUBLIC WORKS DIRECTOR**

SUBJECT: 9TH ST. LIFT STATION UPGRADE

BACKGROUND:

The 9th St. Lift Station services most of the homes on the western side of Dayton. It consists of a wet well with 2 Flygt submersible pumps. The controls for this station are located on a pole near the station. At this time the station has no backup power as recommended by Oregon DEQ.

ISSUE

The controls for this station are in need of replacement as they are no longer adequate for the existing pumps. Because of the age of the components and difficulty finding replacement parts the controls are no longer supported by the manufacturer. Also the electrical connections for the pumps are located in the wet well which creates a number of problems:

- The connections are subject to corrosion being in wet environment
- To pull pumps for repair a licensed electrician must disconnect the pumps in the wet well
- The connections can only be accessed via a tripod and harness with a Confined Space Entry Permit

Replacement Flygt controls and a structure to house the electrical connections and controls are needed to extend the life of the station and accommodate future growth in the area.

Currently all of the City's lift stations have or will be receiving Flygt pumps. The controls for operating the pumps are supplied by Flygt for Sole Source Purchasing. The projected cost for the controls and the structure to house the controls is \$57,114.65

In 2017 the City purchased a backup generator for this project.

Staff obtained bids for a pad, the electrical work needed to move the connections from the wet well and replace them with quick connect fittings, connecting the backup generator and running new electrical under 9th St as required by PGE. The Intermediate Procurement process (competitive quotes from select contractors), as provided under OAR 137-049-0106, was used to provide quotes for this phase of the project. Quotes received ranged in price from \$27,730.00 to \$36,118.00. The low bid for this project was received from GPEC at \$27,730.00.

<u>Contractor</u>	<u>Quote</u>
GPEC	\$27,730.00
Simpson Electrical	\$31,820.00
Farnham Electric	\$36,118.00

Funds for this project were budgeted in the current fiscal year.

Council Meeting Date: April 16, 2018
To: Honorable Mayor and City Councilors
From: Zoe Monahan, City Manager
Issue: Discussion and Direction regarding Sewer Project Improvements

Background and Information

The City is currently moving forward with a necessary sewer line and lift station project which will cost nearly \$3.2 million. In February, the City Council authorized staff to move forward with additional financing in order to complete the intended scope of the project. The project costs were \$677,600 more than originally anticipated. Staff had planned to request approval to authorize the needed DEQ financing needed to advance the project, however, on Friday, April 6, 2018 staff received notice that additional grant funds from USDA Rural Development are available to cover the unanticipated project overage. Staff moved forward with the needed paperwork to request the additional grant funds which will provide a total of \$910,100 in grant funds for this project.

The City has the opportunity to evaluate additional project options. The City Council was open to increasing the total cost of the project before additional grant funds were an option. The City Council can evaluate adding an additional element to this project to improve the HWY 221 pump station while the City makes the previously approved sewer project improvements.

The HWY 221 pump station project would require the City Council to consider USDA Rural Development financing and additional grant funding or DEQ financing (attached) for up to \$750,000. This project was included in the preliminary engineering and environmental review which would allow the City to move forward with this additional project element.

City Manager Recommendation: I recommend including the HWY 221 pump station and requesting additional USDA Rural Development grant funds and financing.

Relevant Council Goal: Goal A – Develop and maintain infrastructure to improve livability and support operations and growth.

Potential Motion to Approve: “I move approval to authorize staff to seek additional USDA Rural Development grants and financing to include the HWY 221 pump station as a part of the sewer upgrade project for \$750,000.”

Council Options:

- 1 – Authorize staff to request additional USDA Rural Development grant and financing for the HWY 221 project for up to \$750,000.
- 2 – Authorize staff to request additional USDA Rural Development DEQ financing for the HWY 221 project for up to \$750,000.
- 3 – Take no action and direct staff to do further research or provide further options.

From: [Halligan, Holly - RD, Tangent, OR](#)
To: [Zoe Monahan](#)
Cc: [Rochelle Roaden](#)
Subject: Additional Grant Funds Available- Dayton Sewer Project
Date: Friday, April 06, 2018 9:03:01 AM
Attachments:

Good Morning, Zoe.

We have an unusual situation here where we have an unanticipated excess of grant funds. So, if the City is interested, the USDA can provide \$677,600 in additional grant funds to cover the sewer project's cost overruns. Let me know if the City is interested and I'll send you the paperwork for the additional funds. You'll also want to talk to DEQ since they've already approved a subsequent loan and ask about returning those unused loan funds.

Thanks,

Holly Halligan

Community Programs Specialist
Rural Development ~ Oregon
U.S. Department of Agriculture
31978 North Lake Creek Drive | Tangent, OR 97389
Phone (541) 801-2682 | Fax (855)824-6181
www.rurdev.usda.gov

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HWY 221 Project
Funding Comparison

	Loan	Grant	Total	Period	Interest Rate	Annual Payment	Cost per EDU	Total Payments	Life of the Loan Principal	Total Interest
USDA	\$ 500,000	\$ 325,000	\$ 825,000	40 years	3.125%	\$22,070.44	\$1.95	\$882,817.57	\$500,000	\$382,818
DEQ	\$ 825,000	-	\$ 825,000	30 years	1.420%	\$33,964.02	\$3.01	\$1,018,920.67	\$ 825,000	\$193,921
<i>*\$750,000 project budget with \$75,000 contingency = \$825,000</i>										
<i>**DEQ Interest Rate is the current rate offered on the \$677,700 subsequent loan</i>										

To: Honorable Mayor and City Councilors

From: Zoe Monahan, City Manager

Issue: Approval of Budget Committee Member

Background and Information

Three existing members of the Budget Committee will remain active and possibly one additional member. These members are serving two-year terms. There are up to seven community member positions on the budget committee. In addition to the potentially four existing members, Debra Lien has applied to serve on the budget committee

City Manager Recommendation: I recommend appointing Debra Lien to the Dayton Budget Committee.

Potential Motion to Appoint: “I move to appoint Debra Lien to the Dayton Budget Committee.”

City Council Options:

- 1 – Move to appoint the Budget Committee member as recommended.
- 2 – Move to appoint another community member to the Budget Committee members.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.



City of Dayton

PO Box 339 – 416 Ferry Street
 Dayton OR 97114
 Phone: (503) 864-2221
 Fax: (503) 864-2956
 Website: www.ci.dayton.or.us
 Email: cityofdayton@ci.dayton.or.us

APPLICATION FOR CONSIDERATION FOR APPOINTMENT TO CITIZEN COMMITTEE

Committee Name: DAYTON BUDGET COMMITTEE

Term of Appointment: Four, 3-year positions available

Qualifications for Candidates: Must be 18 years of age and reside within the City Limits of Dayton, Oregon.

Deadline for Applications: Friday, March 23, 2018

Submit Applications to: PO Box 339, Dayton OR 97114; or deliver to Dayton City Hall, 416 Ferry Street

If You Have Questions Call: Rochelle Roaden, City Recorder
 (503) 864-2221

The City of Dayton Budget Committee is a 14-member committee made up of the seven members of the Dayton City Council and an equal number of citizens at large. Citizen members must be at least 18 years of age and reside within the City Limits. The purpose of the Budget Committee is to review the budget or supplemental budget as prepared by the Budget Officer, make changes if necessary, approve the budget for City Council consideration, and set the maximum amount of taxes that may be levied by the City.

NAME OF APPLICANT:	Debra Lien
STREET ADDRESS:	720 Water St
MAILING ADDRESS:	same
TELEPHONE NUMBER:	(WORK) (HOME) 503 434 0368 cell
EMAIL ADDRESS:	debralien@hotmail.com
OCCUPATION:	retired

Application for Dayton Budget Committee

Please provide a brief description of your education, work or volunteer experience, skills, or interests that you feel would be useful as a member of the Budget Committee (attach additional sheets if necessary).

worked for City 24+ years

Why do you want to serve as a member of the Committee? (attach additional sheets if necessary)

I was asked

I certify that I am at least 18 years of age and reside within the City Limits of Dayton, Oregon.

Signature of Applicant:

Debra Liu

Date:

3/30/18



City of Dayton

REQUEST FOR DONATION

- Please answer all questions, incomplete answers may cause your request to be denied.
- Donation Requests must be received 60 days before the event or project date.
- Requests need to be submitted by the 20th day of the month prior to the City Council Meeting date.
- The Dayton City Council meets on the first Monday of each month.

Date Received: 03/30/18 @ 10:21 am

Group/Organization Contact Information

Name of Organization/Group: Dayton FFA	
Mailing Address: 801 Ferry Street	
Contact Person: Mitch Coleman	Phone #: (503) 864-3823 Cell (503) 434-3652
Email Address: mitch.coleman@dayton.k12.or.us	
Date of City Council Meeting you will be attending:	
Name of representative attending Council Meeting: Marcos Romero, Sunny Forness and Mitch Coleman	
Check should be made out to: Dayton FFA	Date Donation is needed: April

Request Information

Amount Requested: \$ \$600.00		Number of Citizens who will benefit: 400 - 500		
# of Citizens	Request Amount	Dayton City Council reserves the right to amend amounts to be donated.	# of Citizens	Request Amount
<input type="checkbox"/> 0 - 10	\$100		<input type="checkbox"/> 51 - 100	\$400
<input type="checkbox"/> 11 - 25	\$200		<input type="checkbox"/> 101 - 200	\$500
<input type="checkbox"/> 26 - 50	\$300		<input checked="" type="checkbox"/> 201 +	By Council

Of the number of citizens who will benefit from this donation, what percentage are Dayton residents?: 80 to 90%

How will the donated funds be used? (Be specific & Itemize dollar amounts)

The funds will be used to help purchase prizes, eggs, flyers and any other expenses involved in putting on the annual Easter Egg Hunt in the Dayton City Park on April 1st.

Will your project or event create excess funds? Yes No **What will they be used for?** NA

Fundraising

50% of your total fundraising goal amount must be raised by the date of this application

Fundraising Goal Amount? _____ **Fundraising amount earned to date:** _____

Please list all fundraising planned & estimate projected amounts to be earned:

The FFA is providing money to help buy the eggs for the hunt, which is about \$250.00 and we are providing all of the manpower to carryout the event itself. We have made the money that we will using through plant sales and firewood sales during the year. The total for hosting the easter Egg Hunt and coloring contest is About \$700.00

Benefits of your Event or Project?

How does your project or event benefit or bring honor to the Dayton Community?

400- 500 children from Dayton and the surrounding area come to the park in downtown Dayton each year to participate in the annual Easter Egg Hunt. Each one of these children and their parents see our beautiful City Park and are happy that they got a chance to be involved in the event. The Easter Egg Hunt leaves a positive memory in the participant's mind about Dayton and the people who live here.

Why do you think the Council should honor your request?

We have been working with the Dayton City Council for the last 28 years to sponsor the annual Easter Egg Hunt in the Park. We have been trying to improve the Easter Egg Hunt every year and increase the size and participation from the community members. The hunt has been successful because we have been working together to create something good for everyone.

Are there any unique or special things about your request or your project that you feel might assist the City Council in making a decision?

This is a project that lots of children in the area look forward to each year and is a good thing for everyone involved. We are also doing a coloring contest for the youth in the area, which helps promote the Easter Egg Hunt and your involvement. We take coloring contest to all of the local preschools in the area to promote the event.

How & when do you plan to advise City Council on how their donation was used & the results of your event?

We can bring pictures of the Easter Egg Hunt to a city Council Meeting and present the results of the event. We will also promote the Easter Egg Hunt in the News Register and on the radio stations in the area.

Is your Group or Organization willing to do a volunteer project? Yes No

List the volunteer projects you are willing to complete & the date they can be completed by:

We do the Easter Egg Hunt and continue to develop the Palmer Creek Nature Trail every year. We also do several food drives during the year and are more than happy to help the City Council and the city of Dayton in any way we can.

Office/City Council Use

Date Application Received:

Council Meeting Review Date:

Requested Funds Date:

Date Application Approved:

Amount Approved:

Date results are to be reported:

Date results were reported:

Volunteer Project Required: Yes No

Date of Volunteer Project:

Type of Volunteer Project:

Date Volunteer Project Completed:

PO Box 339 - 416 Ferry Street - Dayton OR 97114

Ph# (503) 864-2221 - Fax # (503) 864-2956 - Email: cityofdayton@ci.dayton.or.us - Website: ci.dayton.or.us

CITY OF DAYTON
2018-2019 BUDGET CALENDAR

April 10	Publish first Legal Notice of Budget Committee meeting on May 7 in <i>The McMinnville News-Register</i> for the purpose of receiving 2018-2019 proposed budget and State Revenue Sharing.
April 24	Publish second Legal Notice of Budget Committee meeting on May 7 on City of Dayton website.
May 7 6:30 pm	General meeting of the total Budget Committee (City Council and Citizen Committee members) <ol style="list-style-type: none"> 1. Budget Committee Chair is elected (Not a Council member) and Secretary is elected (City Recorder). 2. City Manager presents proposed budget and budget message. 3. Hear public comment on the proposed budget and public hearing on State Revenue Sharing.
May 21 6:30 pm	General meeting of the total Budget Committee. <ol style="list-style-type: none"> 1. Reports and recommendations are given and Budget Committee makes changes where necessary. 2. The Budget Committee passes a motion recommending to the City Council a budget for Fiscal Year 2018-2019 and approving an amount or rate of total property taxes to be certified for collection.
May 29 6:30 pm	Second meeting of the Budget Committee (if necessary)
May 23	Publish “Financial Summary and Notice of Budget Hearing” on May 29th and advertisement of Budget including summary budget statements.
June 4	Public Hearings – in the City Council Chambers on the recommended 2018-2019 Budget and proposed use of State Revenue Sharing Funds
June 18	City Council adopts a Resolution adopting budget, making appropriations and levying property taxes for general fund and special operating funds (public safety) and a resolution regarding receiving State Revenue Sharing Funds.
June 25 July 15	Certify Property Tax Levy to County Assessor on or before July 15.