

**RIO DELL CITY COUNCIL
REGULAR MEETING
JANUARY 2, 2018
MINUTES**

The regular meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Wilson.

ROLL CALL: Present: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers
Garnes, Marks and Strahan

Others Present: City Manager Knopp, Chief of Police Conner, Finance
Director Woodcox, Water/Roadways Superintendent
Jensen, Wastewater Superintendent Trainee Purvis, and
City Clerk Dunham

Absent: Community Development Director Caldwell

CEREMONIAL MATTERS

Swearing in of Jeffrey Conner as Chief of Police

City Clerk Dunham administered the Oath of Allegiance to newly appointed Chief of Police, Jeffrey Conner.

Chief Conner proceeded with a brief introduction and stated that he began his career in law enforcement with the City of Rio Dell in 1993, left in 2002 to take a position with the County of Humboldt and that it seems only fitting to end his law enforcement career here where it all began. He said he was looking forward to the challenge and thanked everyone for their support. His son Logan then pinned on his badge which was followed by a standing ovation from the audience.

PUBLIC PRESENTATIONS

Cheryl Short, 1221 Eeloa Ave. informed the Council that the green box at 30 Wildwood Ave. near the bridge had been tagged with graffiti.

CONSENT CALENDAR

Councilmember Strahan asked that Item 7, *Scope of Services for Inflow & Infiltration (I & I) Reduction Project* and Item 9, *First Quarter Financial Report for FY 2017-18* be removed from the consent calendar for separate discussion.

Motion was made by Johnson/Garnes to approve the consent calendar including approval of minutes of the December 5, 2017 regular meeting; approval of minutes of the December 13, 2017 special meeting; approval of Resolution No. 1370-2018 Summarily Vacating a Portion of an Alley Located Along the Westerly Boundary of the Todd Parcel; approval of Pay Request No. 4 in the amount of \$36,954 to DCI Builders for work related to the CDBG Architectural

Barrier Removal (Porch) Project; to receive and file the Check Register for November 2017; and approval of the Memorandum of Understanding with Humboldt Waste Management Authority (HWMA) for Recycling Materials. Motion carried 5-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Approve Scope of Services for Inflow & Infiltration (I & I) Reduction Project Related to Wastewater Collection

Councilmember Strahan asked for verification that only one bid was received for the project and questioned the public bidding process.

City Manager Knopp explained that there are only a select number of contractors that do this kind of work and Miksis Services, Inc. (MSI) was the only contractor who submitted a bid.

Councilmember Strahan asked if the project went through the public bidding process.

Wastewater Superintendent Trainee Purvis explained that the project did not go through the regular bidding process because of the nature of the project but staff did contact two potential vendors requesting proposals. He noted that one of the vendors was too far away and MSI was already in the area working on another job so agreed to submit a proposal.

Councilmember Garnes asked if the decision is made to use Solid Epoxy on the manholes rather than Aluminaliner if it will require the contractor to stay in town an extra day.

Wastewater Superintendent Trainee Purvis noted that staff's recommendation is to not use Epoxy as there is speculation as to how long it will actually last.

Mayor Wilson questioned the cost of the project versus the amount budgeted.

Wastewater Superintendent Trainee Purvis indicated the cost of the project is \$43,550, with approximately \$7,000 remaining in the current year budget for future I & I repairs.

Motion was made by Strahan/Garnes to approve the Scope of Services for the Inflow & Infiltration (I & I) Reduction Project. Motion carried 5-0.

Receive and File 1st Quarter Financial Report for FY 2017-18

This item was removed from the consent calendar in error as Councilmember Strahan's question was pertaining to an item later down on the agenda.

Motion was made by Johnson/Garnes to receive and file the 1st Quarter Financial Report for FY 2017-18 as submitted. Motion carried 5-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Approve Design and Approximate Location for Sculpture Pedestals

City Manager Knopp provided a staff report and noted that the second sculpture under the contract with the artist, Dan McCauley is scheduled to be installed next week. As such, the Council will need to approve the placement of two additional pedestals for the remaining two large sculptures. He said the artist submitted a design for construction of the pedestals and identified potential locations for the pedestals at the northern end of Wildwood Avenue. He referred to a map identifying the first pedestal on the first median coming into town from the north behind the Rio Dell Welcome sign and the second one in the second median strip adjacent to Center Street.

Discussion ensued regarding the proposed pedestal locations. Councilmembers expressed concerns that placing a sculpture in the first median would make it too cluttered and that the location of the second sculpture adjacent to Center St. may obstruct the view of kids in the crosswalk going to school.

It was suggested that the first pedestal be moved to the south end of the first median or perhaps to the north end of the second median and the second pedestal to the median in front of City Hall.

After further discussion, the consensus of the Council was to continue the item to the next regular meeting and in the meantime direct staff to flag the newly proposed locations with stakes so councilmembers can go out and view the locations before making a decision on the placement of the pedestals.

Mayor Pro Tem Johnson recalled the decision on the location of the pedestals being the responsibility of the Sculpture Committee and suggested the role of the committee be defined. He said perhaps the Council should make the decision this time and in the future refer it to the Sculpture Committee.

Mayor Wilson agreed with the involvement of the Sculpture Committee with the Council affirming the committee's recommendations.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Approve Resolution No. 1368-2018 Amending the Wastewater Budget for Needed Improvements

Wastewater Superintendent Trainee Purvis provided a brief staff report and said that he and Water/Roadways Superintendent Jensen reviewed the capital needs of the wastewater system and identified nine high priority projects that need to be addressed this fiscal year; requiring a budget adjustment of \$141,281.82 from the Wastewater Reserves.

Mayor Wilson asked if all of the items are exclusive of the current wastewater budget in which staff indicated that none of the nine proposed projects were included in the current budget.

Wastewater Superintendent Trainee Purvis continued with review of each of the nine projects which included the following:

- Flygt Influent Pump - \$26,769
- Dryer Room Conveyer - \$ 5,897
- So3 Chemical Pumps - \$ 4,140
- Dryer Repair/Servicing - \$20,000
- Chlorine Generator - \$23,911
- Chlorine Pumps Grundfos - \$14,952
- Hach Composite Sampler - \$ 4,148
- Reclaimed Water Pump - \$ 3,945
- Painter Street Lift Station - \$20,000

Councilmember Garnes asked if some of the proposed projects could wait until the next budget year to avoid transferring \$141,000 from reserves or if they are all high priority.

Wastewater Superintendent Trainee Purvis noted that all nine of the items are high priority but the two highest priority items are the Dryer Repair and the Chlorine Generator because they could fail at any time. He explained that these projects will help ensure the Wastewater Treatment Plant operates efficiently and will keep the plant in compliance with the State.

He commented that the sludge bin has to be dumped every 7 hours so if he or Water/Roadways Superintendent Jensen is not available, an employee has to be called out resulting in extra overtime expense.

Water/Roadways Superintendent Jensen added that there are times when the bin has to be dumped every 4 hours which is why they are trying to get an automatic system to avoid employees from coming out all hours of the night. He said the only maintenance would be on the conveyer belt itself.

Mayor Pro Tem Johnson asked if it is fair to say that wastewater treatment plants in general are very high maintenance; staff confirmed that they are.

Mayor Wilson called for public comment on the proposed resolution; no comments were received.

Motion was made by Mayor Pro Tem Johnson to approve Resolution No. 1368-2018 *A Resolution of the City Council of the City of Rio Dell for a Transfer of Reserve Amounts Amending the Budget for Wastewater and Approving Related Capital and Operating Budgets.*

Councilmembers questioned the stability of the wastewater fund and the balance in the wastewater reserve account.

Finance Director Woodcox indicated that there is approximately \$900,000 in wastewater reserves.

Councilmember Strahan commended staff for providing a comprehensive report and said as a City Council that is what they want to see.

Councilmember Garnes then seconded the motion on the floor. Motion carried 5-0.

Approve Resolution No. 1371-2018 Amending the Budget to Include a Classification and Compensation Review

City Manager Knopp provided a staff report and noted that the majority of employee contracts will be up for renewal in June and the last classification and compensation study was conducted back in October of 2010 with some minor updates for the City Manager and Finance Director positions in 2013. He explained that part of the advantages of having these studies is to provide third party labor market data which can be useful for a number of purposes, including helping the Council in the consideration of salary levels. He said it also helps establish guidelines for compensation decisions that help reassure everyone involved that independent data is being collected and used in the negotiation process. He noted that there were comments from councilmembers asking that a study be done to provide information to make the organization more sustainable through the recruitment and retention of qualified employees.

He said staff's recommendation is to approve the Resolution and move forward with the classification and compensation review. The other alternative would be to delay the review for inclusion in the FY 2018-19 budget or to simply take no action.

Mayor Wilson stated that the requested transfer amount doesn't equate to the \$22,000 and asked for clarification.

Finance Director Woodcox explained that the expenditure is spread among the various funds and since there are already funds available in some of those department line items, staff only needs permission to transfer the amounts not allocated.

Mayor Wilson commented that he had no recollection of the Council asking for the study.

City Manager Knopp indicated that the subject was brought up in closed session multiple times and that it is a standard practice amongst organizations. He noted that the study would be a useful tool with the upcoming labor negotiations however; it's up to the Council if they want access to this information or not.

Mayor Pro Tem Johnson recalled discussions during development of the current budget regarding the need to have a new compensation study done rather than have the Council rely on an 8-year old study for making decisions.

Councilmember Strahan said she didn't see the need for spending \$22,000 on a new study.

Councilmember Marks commented that the \$22,000 could be used to give raises rather than paying for a study.

Mayor Wilson pointed out that the cities used in the 2010 study are not a fair comparison with exception of perhaps Blue Lake. He noted that the City has 25 job classifications for 18 filled positions so some of the classifications are not even used; Fortuna alone has 62 classifications.

He said during the last negotiations, the police department was given a 4½% raise and other employees a 3% raise based on the need for a raise and not based on what other cities pay. He added that some of the councilmembers felt the City didn't really have the money to give raises but did so in good faith. He also pointed out that the FY 2017-18 budget was adopted with an \$113,000 deficit in the General Fund. He said he ran some numbers on the various classifications and theoretically a 1½% raise could be given to employees over the next two years and \$22,000 would cover it.

He pointed out that salary information is a matter of public record so staff can acquire that information. Rather than spend \$22,000 on a study, he suggested staff gather the information and put it into a spread sheet and that the \$22,000 eventually be used for raises.

Mayor Wilson called for public comment on the proposed resolution; no public comment was received.

City Manager Knopp commented that the Compensation Study is not just for salary comparisons but includes analysis of retirement costs, health insurance costs and basically takes a look at the total compensation package.

Mayor Wilson noted that the plan is not to consistently take money from reserves but to try and build up the reserves.

Mayor Pro Tem Johnson supported some sort of study prior to development of the FY 2018-19 budget, asked if there are any non-profit organizations that offer this service, and if the City has the resources to conduct its own study.

City Manager Knopp said that he is not aware of any non-profit organizations and that the City doesn't have the resources to conduct the study which is why staff is recommending the use of a third party to do the study.

Mayor Pro Tem Johnson commented that he likes to make decisions based on fact and if the city's salaries are 20% below where they should be, the Council needs to know that.

Mayor Wilson stated that he doesn't disagree but the information is available and the City has competent staff that can put the information together.

Councilmember Garnes asked if the study is done and it reveals that the salaries are below where they should be if the City has the money to implement a plan to bring the salaries up to where they should be. She said the question is whether the City can compete with other jurisdictions and if it can't what is the point of doing the study.

Motion was made by Wilson/Strahan to direct staff to make an adequate attempt to gather the information over the next two months using local agencies.

Discussion continued regarding timing in acquiring public records requests; accuracy of the data; comparable organizations; the 2010 85% benchmark in comparison to current wages; and job classification differences among various agencies.

Motion then carried 3-2; Johnson and Garnes dissenting.

REPORTS/STAFF COMMUNICATIONS

City Manager Knopp distributed a written City Manager Update of recent activities and events (Attachment 1 to these minutes) and reported that staff participated in training on SICPA, the City's Track and Trace services provider; provided an update on the CDBG Architectural Barrier Removal (Porch) Project; an update on the Monument Road slip out; placement of the next sculpture; made an announcement regarding the free Christmas tree disposal bin behind City Hall; reported on the approval by the State for temporary use of the Metropolitan Wells; and reported that the City is working with CalFire to clear drainage swales along Northwestern Ave.

Councilmember Strahan expressed interest in attending the next Track and Trace training and asked if Councilmembers are allowed to participate. She also asked which staff members attended the training.

City Manager Knopp indicated that councilmembers have not attended in the past but he would look into it. He said that he, the Acting Chief of Police and the majority of City Hall staff participated in the last training.

Finance Director Woodcox reported on recent activities in the finance department and said with the first half of the year wrapped up staff will be presenting the mid-year report to the Council in February including a more in-depth look at Capital projects along with budget amendments. She also reported that the auditor will be present at the next meeting to provide a report on the FY 2016-17 audit.

Mayor Wilson asked if Council was provided with the final FY 2017-18 Budget booklets.

Finance Director Woodcox noted that they had not yet been distributed but she would get them together and provide them to Council.

Mayor Wilson also suggested that public works staff make notation in their reports anytime replacement of equipment or machinery results in the reduction of overtime for employees.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson reported on his attendance at Humboldt County Association of Governments (HCAOG) and said the Board directed the executive director to execute an agreement with the California Highway Patrol (CHP) to enhance traffic enforcement within the Eureka Safety Corridor. He noted the agreement will continue for 52 weeks with the option to renew for another 1 or 2 years.

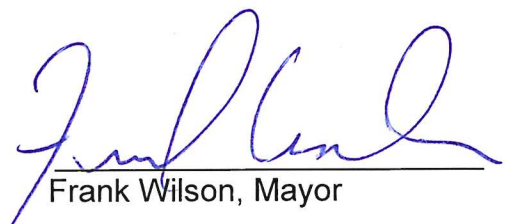
He also announced that he will miss the next HCAOG meeting scheduled for January 18th. Councilmember Strahan agreed to attend as the alternate board member.

Councilmember Garnes announced that she was selected by the League of California to sit on the Policy Committee so Rio Dell will have a voice in that regard.

Mayor Wilson announced that the Redwood Coast Energy Commission (RCEA) is looking for interested citizens to serve on the Energy Committee and asked that anyone interested in serving to contact himself or the City Manager.

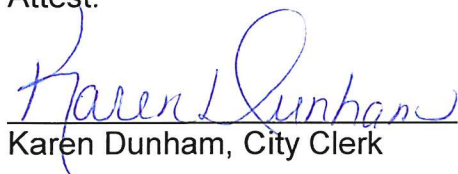
ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 8:34 p.m. to the January 16, 2018 regular meeting. Motion carried 5-0.



Frank Wilson, Mayor

Attest:



Karen Dunham, City Clerk