

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
January 6, 2023

The meeting was called to order by Mayor Solesbee at 8:30 am.

Those in attendance virtually and in person: Mayor Solesbee, Councilors Merryday, Savage, Fleck, Stinnett, Ervin and Roberts.

Staff present virtually and in person: City Manager Richard Meyers, Assistant to the City Manager Jake Boone, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, Finance Director Roberta Likens and City Planner Eric Mongan.

Items to Be Added to the Agenda

None

Joint City Council and Contract Review Board Meeting

Public Hearing

- (a) Public Hearing Exempting Public Improvement Project from Competitive Bidding Requirements for the Bio Solids Drying Equipment

Public Works and Development Director Faye Stewart explained that this will be a joint public hearing and that Council would potentially be hearing any comments or challenges. He provided Council with information regarding the City's current process and associated costs for handling solid waste and the process that would be used with bio solids drying equipment. He added that later on the Agenda, Council would be considering an item that would allow West Yost to start the design documents using this type of equipment.

Councilor Fleck asked if this would be pulling the methane off of the production to create the natural gas.

Public Works and Development Director Faye Stewart replied that it would not create the natural gas because we have an aerobic digesting process.

Councilor Fleck asked for more information to help understand the other drying processes.

Public Works and Development Director Faye Stewart explained another drying processes in which the material is placed on a belt and a heating system dries the material until it is 90 % dry, using natural gas throughout the drying process. He said in the system the City is considering, a small motor turns a tumbler that contains the material, generating its own heat. He said when it reaches 70-75% dry, it stops generating its own heat and natural gas is used to get it to the 90%

dry. He added that a batch of material will take five days to dry in the tumbler and we would need to do a batch about every week and a half.

City Manager Richard Meyers added that this method takes the same approach as biological composting and it is done in tumblers.

Councilor Fleck asked about the maintenance on the centrifuge.

Public Works and Development Director Faye Stewart explained that if the City can provide 30% design documents, the company will complete the design, manufacture, install and maintain the equipment. He said that the City could then lease to purchase. He added that City staff spends a lot of time operating and maintaining the current system and he said he feels strongly that it will be less on the new system.

Councilor Fleck asked what the lease agreement will cost and what the timeline for implementation would be.

Public Works and Development Director Faye Stewart explained the proposal is for West Yost to have 30% design documents by the first of July. He said at that point he could present to Council the design and projected costs.

Councilor Savage asked if there are maintenance caveats that are not included.

Public Works and Development Director said he will not have the details until he receives the documents, but he has been told that the company will be in charge of maintaining and ensuring that the equipment is operational and functioning properly.

Councilor Ervin asked if there are any comparable installs.

Public Works and Development Director said that Staff traveled to Washington and physically toured two different facilities that use a centrifuge system and the systems had great results. He added that West Yost has done some preliminary research and found that it is an efficient system and achieves the desired results to reduce the liquids from the solids. He added that the dryer is built in California and it is a standalone product.

Councilor Ervin asked if this is one of the smallest models they make, how do the bigger models compare and who is being contracted to do the maintenance in Oregon.

Public Works and Development Director Faye Stewart said that he does not have the answers to those questions.

Councilor Ervin asked to clarify if the nearest facility to compare to is a larger scaled version in Washington.

Public Works and Development Director said the equipment that Staff viewed in Washington is the same size composter and centrifuge. He added that they also viewed another centrifuge at another facility that uses a different dryer.

Councilor Ervin asked if Staff was able to obtain actual costs and agreement details from the sites that were visited.

Public Works and Development Director explained that by summer he would be able to provide the 30% design documents and estimated costs. He added that he will also be able to get information from another city that is currently considering the same system and access to what they paid.

Councilor Ervin asked what the projected costs are to get to the 30% design phase.

Public Works and Development Director replied the proposal is \$161,000.

Councilor Ervin asked is Heard Farms compensates the City for the product or if we just pay them to haul it off.

Public Works and Development Director said we pay them \$89,000 per year to take away the product and there is no compensation. He said Heard Farms is the sole source for us to send our bio solids and recently we incurred a 25% increase.

Councilor Ervin asked if the City is unique in that we produce bio solids.

Public Works and Development Director said that there are not many aerobic wastewater plants in the state of Oregon like ours and he reiterated the importance of finding another way of dealing with our bio solids.

Councilor Ervin asked for information regarding the potential power and chemical costs savings.

Public Works and Development Director Faye Stewart replied that we currently spend approximately \$90,000 per year in chemical costs. He said Polymer is one of the largest chemical costs and it would not be needed in the new process. He explained that product would go directly from the clarifier into the drying system and that several pumps and equipment would not need to be used. He said an additional, even larger cost savings would be that the digester will not need to be used. He explained that in the digester, air is introduced via compressors, 24 hours a day, and 7 days a week. He added that Energy Trust will also analyze the operation and determine how much of a contribution that they can gift to the City to offset the cost.

Councilor Ervin asked if the existing digester would be decommissioned.

Public Works and Development Director Faye Stewart explained that we would use it for storage and he provided examples as to why it would be needed.

Councilor Ervin asked for a comparison of volume for the different systems and what the capacity is based on our population.

Public Works and Development Director explained the sizes of equipment needed for the different processes and how long the equipment would need to run to process the equal amounts volume. He added that it is his understanding that there will be a substantial energy reduction in the process that we would be using.

Councilor Ervin asked about the capacity of the system, since the biological process takes substantially longer.

Public Works and Development Director explained that with a heated dryer it is recommended to purchase the size of dryer needed to process the volume of bio solids that we produce in a week. He said with the smallest composting dryer available, we could double the amount of bio solids that we produce before we would have to upgrade to a larger model.

Councilor Roberts asked where the dryer would be placed.

City Manager Richard Meyers provided an aerial photo of the Wastewater Treatment Plant and pointed out where it would be placed and explained the other areas of the plant.

Councilor Merryday asked about the natural gas cost savings.

Public Works and Development Director explained that we do not currently use natural gas in our process. He added that there will be other energy savings and those savings will be analyzed by Energy Trust.

Councilor Merryday asked if the end product could be used locally.

Public Works and Development Director replied yes. He said initially it would be used to replace the fertilizer that we currently purchase for the golf course and parks. He added that it would be considered a soil amendment unless we have it certified as a fertilizer.

Mayor Solesbee said she supports not having to ship out the product and asked what happens at the end of the lease.

Public Works and Development Director replied that it is a lease/purchase and we would own the equipment at the end of the lease.

Mayor Solesbee asked if there was any further discussion.

Resolution

- (a) A Resolution Exempting Public Improvement Project from Competitive Bidding Requirements for the Bio Solids Drying Equipment

City Manager Richard Meyers explained the process for addressing the resolution in the Joint Meeting.

Regular City Council Meeting

Public Hearings

None

Consent Agenda

- (a) Approval of December 9, 2022 Agenda Session Minutes
- (b) Approval of December 12, 2022 Council Meeting Minutes

Resolutions and Ordinances

- (a) Resolution Supporting a Grant Application to the Oregon Community Paths Grant Program for the Lincoln Middle School Path

Public Works and Development Director provided background information relating to the ODOT grant opportunity. He said this is a resolution in support of a grant application for hard surfacing the portion of trail between Hayes and the railroad tracks and potentially Phase II of the project to start construction along the railroad tracks.

Councilor Savage asked if there is a plan to put up a privacy fence with gate access for the three residential homes that have backyards bordering the trail.

Public Works and Development Director Faye Stewart said that a privacy fence has been put up in that area and only one of the residents opted to have an access gate to the trail.

Councilor Roberts asked if there was any plan to patrol this area of the path and who would do it.

City Manager Richard Meyers said that essentially all departments would be involved.

Mayor Solesbee asked if there was any further discussion.

- (b) Second Vote on Ordinance No. 3167, as Amended, Amending Chapters 9.28 and 12.24 of the Cottage Grove Municipal Code Regarding Offenses by or Against Minors and City Parks and Public Playgrounds

City Manager Richard Meyers explained the amendments that were made to the ordinance and informed Council if they are acceptable the ordinance could be amended as presented.

Councilor Ervin asked if there is a single definition for camping that will be referenced in the entire document.

City Manager explained that it is defined in the first part of the ordinance after the recitals.

Mayor Solesbee asked if there were any further questions.

- (c) Second Vote for Ordinance No. 3168 Vacating 198 Square Feet of Right-of-Way Located at the Southeast Corner of the Intersection of South 7th and East Fillmore

Public Works and Development Director informed Council that there has been no changes to the ordinance and City Planner, Eric Mongan is available if there are any questions.

Mayor Solesbee asked if there were any questions.

Business from City Council

- (a) Election of Council President

City Manager Richard Meyers explained that at the first Council meeting of each year, Council nominates and elects a Council President that acts in the absence of the Mayor.

- (b) City Council Subcommittee and Liaison Appointments

City Manager Richard Meyers explained that the Mayor will present the committee and liaison assignments to the other governmental agencies, organizations and foundations.

Councilor Fleck asked if those assignments would be given today.

Mayor Solesbee said that she has not had a chance to talk to Councilor Merryday and there will be one open seat. She added that she did not anticipate a lot of changes.

Councilor Fleck requested being able to see the assignments before the meeting.

Mayor Solesbee replied yes.

City Manager informed Mayor Solesbee that if she provided the list to Staff, it could be sent out to the Councilors today. He added that there could be changes periodically to the assignments with the exception of the two year appointment to the Vision Keepers.

(c) Planning Commission Appointments

Public Works and Development Director Faye Stewart informed Council that the Subcommittee will conduct interviews on Monday and the Chair, Councilor Roberts will make appointment recommendations at the Council Meeting.

(d) Urban Forestry Committee Appointments

Public Works and Development Director Faye Stewart informed Council that the Subcommittee conducted interviews on Wednesday and Chair, Councilor Ervin will make the appointment recommendations at the Council Meeting.

(e) Vacant City Councilor At Large Position

City Manager Richard Meyers informed Council that Staff is seeking information as to how they would like to go about filling the Council seat that will be vacated by Councilor Roberts.

(f) Municipal Court Judge Contract Renewal and Amendments

City Manager Richard Meyers informed Council that this is the contract renewal for the Judge following his annual review. He added that the Judge did not ask for any increases and this will extend his contract for an additional year.

(g) City Council Approval of East Regional and North Regional Park Trail Grant Support Letters

Public Works and Development Director Faye Stewart presented Council with two letters of support for trail grants. He said the grants would allow us to complete the plans for resurfacing the East Regional Park and resurfacing of the North Regional Park trail from Thornton Lane, along the river, to Douglas Street. He added that if the grants are approved, the trails would also be widened to comply with ADA standards.

Councilor Ervin said the path is riddled with root, and asked if there is a more permanent solution for a tree lined path.

Public Works and Development Director explained that the City is currently evaluating and considering the purchase of a zipper, which would essentially rototill the asphalt to a depth of 12". He said the machine will chop up and eliminate the roots that have caused the present problem. He added that the new path would be 2 ½ inches thick and he hopes that it would last at least thirty years like the current path.

Councilor Ervin asked if the zipper could be used on the bike path.

Public Works and Development Director said the equipment that we are evaluating is four feet wide and Lane County used it for roads. He said that it could be used on City streets, trails and anywhere we could get the large front end loader. He added that the zipper also grinds the material which enhances the base.

(h) Setting Worksession Dates

City Manager Richard Meyers covered proposed worksession dates and asked Council to check their calendars and be prepared to choose dates for the meetings.

Council held open discussion and shared potential conflicts with suggested meeting dates.

Councilor Roberts asked if there would be an opportunity to discuss details such as sidewalk widths in the Main Street Refinement Plan.

Public Works and Development Director said that Branch Engineering will be supplying design options and Staff will get them out to property owners and put them on the City website so that people can provide feedback.

(i) Concerns from Council

Councilor Roberts announced to Council and Staff that he will miss them and he is looking forward to his new opportunities.

Business from City Manager

(a) Approval of West Yost Task Work Order 2023-1 for Engineering Services for Cottage Grove Water Reclamation Facility Bio Solids 30% Design Documents

Public Works and Development Director Faye Stewart explained that this task order will allow West Yost to create the 30% design documents that are necessary to move forward with the bio solids project.

City Manager said that it is important to note that our permit with DEQ to operate a Wastewater Treatment Plant, requires us to have a plan in place for the end of life of the equipment.

(b) City Council Approval of Purchase of a Used 800 KW Caterpillar Generator

Public Works and Development Director Faye Stewart reminded Council that the City experienced a generator failure on November 4, 2022 at the Wastewater Treatment Plant. He said the generator was removed and taken to Peterson Caterpillar in Glenwood. He said they analyzed the generator and the estimated cost to rebuild it is over \$150, 000. He said we are currently leasing a generator at a cost of \$18,000 per month. He provided cost comparison between purchasing a new generator, purchasing a used generator and repairing the one that we

own. He informed Council about a used generator that he was able to locate and information regarding its cost and condition.

Councilor Ervin asked if the City has analyzed the cause of the failure.

Public Works and Development Director said it was an engine oiling failure. He explained some scenarios that may have caused the failure. He said he believes it is isolated to this failure and not a flaw in the Caterpillar model.

Councilor Ervin said that there is a cause for the failure and that this is totally outside of the expected functionality. He asked if the City does the oil changes and maintenance or if there is a maintenance contract. He added that there could be some compensation so that we do not have to pay the full cost of a new generator.

Public Works and Development Director said that he has looked into that and he does not feel there is a legitimate way to seek compensation. He said the City has a contract with Legacy Generator and Service to load test all generators, change the oils, check fluids and service the generator. He added that the rest of the year, it is up to our Staff to make certain that fluids are checked and the machinery is in good working order.

Councilor Savage asked if the old generator could be repaired so that it could be used if needed.

Public Works and Development Director explained the various options and associated costs. He informed Council that we have had to rely on the rental generator twice and he emphasized the need to keep the Wastewater Treatment Plant operating.

Councilor Ervin said we could have a network of generators with cut over switches.

City Manager said that the various locations have different size generators.

Public Works and Development Director explained the size of generators being used and added that there would be a loss of power in the lines as the power is delivered.

City Manager added that the Water Treatment Plant is serviced by EPUD and the others are serviced by Pacific Power.

Councilor Ervin said if we had a backup we could possibly rent it out.

Public Works and Development Director said that he will watch for the possibility of getting a used portable generator.

(c) Report from City Manager

City Manager Richard Meyers reminded Council about the League of Oregon Cities, City Hall Day on the 25th of January and asked for those who have registered or want to register to let Staff know.

City Manager Richard Meyers provided Council with the dates of the YAC meetings and when they are assigned to attend. He said if there are scheduling conflicts, Council can trade dates with each other and Staff will also let them know if any dates are cancelled.

City Manager Richard Meyers reminded Council of the Executive Session in regard to current litigation or litigation that is to be filed.

Business from the City Attorney

(a) Report from the City Attorney

None

Items Removed from the Consent Agenda

None

Mayor Solesbee adjourned the meeting at 10:12 am.

Mindy Roberts, City Recorder

Candace Solesbee, Mayor