

# CITY OF MOSIER

small enough to make a difference

## CITY COUNCIL MEETING

Wednesday June 9, 2021, 6:30 P.M.

City of Mosier Wasco County is inviting you to a scheduled Zoom meeting.

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Topic: City of Mosier City Council Meeting

<https://us02web.zoom.us/j/84601793321?pwd=NW9aK3YzUUJhOU1aSzRraGtia1VpZz09>

Meeting ID: 846 0179 3321

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+1 346 248 7799 US (Houston)

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Passcode: 404305

Find your local number: <https://us02web.zoom.us/u/keEiASn86W>

## AGENDA

I	6:30 pm	<b>Call to Order/Roll Call – Mayor Burns</b>	
II	6:32	<b>Agenda corrections or additions</b>	
III	6:35 pm	<b>Business from the Audience</b> - This is for Mosier residents and anyone else to express concerns, needs, or opportunities. Please keep your comments succinct and under two minutes. You may bring in written materials for Committee and Staff to review. The Facilitator can assign the issue to a future Committee, or to an appropriate staff member. Please realize that we cannot always offer a response immediately but will give the matter due consideration. We encourage the participation of all stakeholders in our community.	3 mins
IV	6:40 pm	<b>Approval of: 05/19/21 – and Exec Session 05/11/2021 City Council</b>	5 mins
V		<b>BUSINESS</b>	
1.	6:45 pm	<b>Recommendation of Bid Award</b>	15 mins
2.	7:00 pm	<b>STR Committee Update (Katie Skakel)</b>	10 mins
3.	7:10 pm	<b>RCP Committee Update (Witt Anderson)</b>	10 mins
4.	7:20 pm	<b>River Rafting (Mayor Burns)</b>	10 mins
5.	7:30 pm	<b>Announcements</b>	5 mins
		<b>ADJOURN</b>	



## **CITY COUNCIL MEETING**

**Wednesday May 19, 2021 6:30 P.M.**

**Please join our meeting online or by phone at the following link or phone number:**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83039991674?pwd=REtYOFJzUWV3d0Y2ZWJjb0t5S25yZz09>**

**Meeting ID: 830 3999 1674**

**Passcode: 971468**

**One tap mobile +12532158782,,83039991674#,,,,\*971468# US (Tacoma)**

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### **6:30 Call to Order Mayor Burn**

Mayor Burns, Peny Wallace, Ron Wright, Charlie Cannon, Witt Anderson, Acasia Berry

Absent (excused): Greg Valitchka

City Staff: Laura Westmeyer, John Grim, Katie Skakel, Jayme Bennett

Agenda Corrections or Additions: 2020-03 Amending the date of declaration of State of Emergency:

Addition to the agenda after John Grim City Engineer Project Management Status (IV)

Addition to the agenda: A policy for tree preservation after Rock Creek Restoration (V)

### **Business from the Audience: N/A**

Approval from 05/05/2021 Minutes: Spelling (Froehlich), Berry, Ron Wright was absent (excused)

Wording: Acasia Berry "requests financial report" at the next budget meeting. "not would like"

**Motion to approve Minutes of 05/05/2021 with the above-mentioned corrections:**

**1<sup>st</sup>: Peny Wallace**

**2<sup>nd</sup>: Acasia Berry**

**All in, no opposition, motion passes 6:35**

**I. Budget Officer Appointment for Fiscal Year will be City Manager (Laura Westmeyer)**

**Motion:**

**1<sup>st</sup> Witt Anderson**

**2<sup>nd</sup> Ron Wright**

**Resolution 2021-07**

**II. (Katie Skakel FEMA Grant)**

Hazard mitigation plan for FEMA funding. Cities require a natural hazard mitigation plan to participate. There are grants available due to the fire last summer. Mosier did not have the capacity to participate previously is my understanding.

10k is our match (staff time, in kind) with the 40k request from FEMA – Due may 28<sup>th</sup>

Mayor Burns is excited we have the natural hazard superstar Katie Skakel!

Witt Anderson: If we get the 30k grant - is the 10k match entire staff time? Is this is a one-year project, and if so, can it be completed within the year? No matter what award money we get, are you able to scope to that budget? Are we obligating funds from our budget for this plan? Are you comfortable we can do it for 40K?

Katie Skakel: I have reviewed the budget, talked with FEMA and it is comparable to other plans. I have written other plans, we will have it budgeted, there will be the in-kind amount/staff time from the City of Mosier. I am still tweaking the numbers and will look at the cost.

Mayor Burns: Anyone want to make a motion?

**Peny Wallace makes a motion for Resolution 2021-08 Authorizing a Grant Request for FEMA – and Committing City Funds**

**2<sup>nd</sup> Greg Valitchka**

**All in, no opposition, motion passes 7:05**

Mayor Burns: Could we integrate the tree issue as a way of keeping shade/water/etc in the city limits (referencing the natural hazard mitigation plan)?

Katie Skakel mentioned the trees the beavers took down as something we should ensure the watershed is aware of. The wildfire terrain shows we have wildland urban interface – trees are not the enemy – we need to make it a piece of the conversation for sure. We are going farther and getting our resiliency efforts dialed, this is a piece of it.

Mayor Burns: Could we have an ordinance that protects these trees?

Katie Skakel: Plenty of Cities have programs, I would work with Laura to come up with the proper language to protect as many as we could.

Charlie Cannon: Mentions a book: Fining Mother Tree – the largest tree within a group of trees protecting other trees (reference NPR).

The Intelligent Tree is another reference – I am worried of phase 4 and 5 Tanawashee – What can we do to preserve the right balance or the right number of trees?

Mayor Burns: Talked to Scott Hege regarding the logging – relative humidity is used as a factor, not wind.

Katie Skakel: Glad we brought this up, Acasia – is this what you were talking about? We are heading into the budget; can we accommodate this?

Katie Skakel is going to the watershed to talk about the removal of trees from the creek bed/bank/creek. Someone removed the fallen trees which provide shade, and embankment stabilization etc.

John Grim: It is a violation of riparian protection and they should be contacted or fined.

## **II: John Grim Project Status with City Manager (Colleen) hand off:**

RV Charging Station – I requested the project engineer hand us documents we can bid- I will oversee but not have to be overly hands on.

Mayor Burns: Deadline for project completion: May 2022

Mayor Burns has a material she is curious about the AAC – the bathrooms – low hanging fruit.

Park Gate: Grim: How do you get a day pass for this and pay for it?

Acasia raises the idea that single use plastic is not appropriate for the City of Mosier.

Parks Committee will report back to council on the passes and the gate options with Grim.

State of Emergency extended to be allowed to receive the funds to be able to replace the loss of revenue due to COVID-19 – because we haven't received the funds, we wanted to extend it. August 4<sup>th</sup> is the addendum.

**Witt reads Addendum No. 06 to the Resolution 2020-03 Adoption of the New Date Declaring State of Emergency.**

**2<sup>nd</sup> Charlie Cannon**

**All in, no opposition, motion passes 7:20**

**Mayor Burns: RCP Restoration**

Site work, start to really think about what we should do outside of the gate, and think about parking (short and long term), thoughtful about ingress and egress, and the full restoration environmentally.

The other great news is we were able to communicate on the Federal application that we do have 1.6m on the project, which takes us a lot further along. The Mosier Community School and the Fire Board have passed resolutions as well. That was a miraculous week.

Witt wants to make sure we are committed to the same outcome as the community. The restoration, the environment, and the trees- make sure we have enough money withheld to ensure the park is restored. Maybe consider the size of the parking and the size of the park.

Katie Skakel asked about the State Park IGA option for restrooms, patrolling and potentially assistance with capacity calculations?

Acasia on the Tree discussion – super happy everyone had a positive reaction to this when I brought it up – also happy we have staff here tonight. I clearly recall being required to keep trees over 10” and it was reassuring to me. Is there something we can adopt to preserve some trees going forward sooner than later?

Ron Wright reminds everyone there is a balance with trees and wildfire and defensible space.

Katie Skakel maybe worth it for the city as we go through the Natural Hazard Plan – do we want to be a fire wise community? What can you retain for shade? Heat? You do not go after one hazard; you find a balance.

Acasia agrees with a balance.

Peny asked about modeling a tree ordinance for tree preservation.

Laura gave clear direction on a way forward with policy.

Jayne gave brief update on audit (continues to provide samples, which are reviewed, and additional requests are made, then samples are provided until they feel they have obtained enough) – ensuring management conference is scheduled with Colleen directly (after her return).

Acasia wants it to reflect in the minutes (audit inquiry and signature proposal for oversight on large expenditures).

**Adjourn: 8:05**





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### Exec session

May 11, 2021

315 PM ZOOM

### Mayor Burns calls to order 3:15

Witt Anderson

Peny Wallace

Jayne Bennett

Ron Wright

Laura Westmeyer

John Grim

Discussion about risk to the City of Mosier and moving forward an item that was on the minutes/agenda's multiple times. The redirection of funds from the restroom and fence to the JUF during a key time for momentum and fundraising.

The restoration of the creek and damage will be executed internally with the City of Mosier to ensure environmental corrective action is taken. This shift will be discussed with the School and Fire. We anticipate they will pass their resolutions.

The community will be engaged and the importance of the restoration of the environmental and planting aspects will be upheld.

Consensus:

1. Its fine
2. It's fine, but let's change it
3. No we reject

All on the call were consenting. Attorney Laura Westmeyer reviewed potential risks to the city and the council acknowledged.

Adjourn 3:40



**RH2 ENGINEERING**  
**Portland**

5335 Meadows Road, Suite 420  
Lake Oswego, OR 97035  
1.800.720.8052 / rh2.com

**May 27, 2021**

Mr. John Grim, P.E.  
City Engineer, City of Mosier  
PO Box 456  
208 Washington Street  
Mosier, OR 97040

*Sent via: Email*

**Subject: Recommendation of Bid Award**  
**Water System Improvements, Phase 1: Water Improvements**

Dear Mr. Grim:

The bids for the Water System Improvements, Phase 1 project were opened at the City of Mosier (City) City Hall office on May 25, 2021, at 2:00 p.m. Of the two (2) bids received, Odyssey Contracting, LLC, (Odyssey) submitted the lowest bid.

The bids for this project are as follows, and a complete bid tabulation is enclosed for your records.

Odyssey Contracting, LLC	\$434,710.00
Crestline Construction	\$528,500.00
Engineer's Estimate	\$447,100.00

RH2 Engineering, Inc., (RH2) has reviewed the bid proposals and compiled the bid tabulation. RH2's review of the bid tab found no irregularities, with the exception of an apparent imbalance (or offloading) in the amounts Odyssey bid for Bid Item No. 4, Building Mechanical, and Bid Item No. 2, Site Work and Utilities. Based on RH2's review and discussions with Odyssey, it is RH2's opinion that this imbalance is primarily a matter of how the bidder was collecting and allocating bid costs from his suppliers and subcontractors. This is not an unusual situation and on the whole, it appears to RH2 that Odyssey's overall bid is complete and sufficient. Prior to beginning construction, RH2 will work with the City and Odyssey to obtain a detailed Schedule of Values that will more clearly show the details of the contractor's bid; and that will be used for tracking and making progress payments during construction.

**WASHINGTON LOCATIONS**

- Bellingham
- Bothell (Corporate)
- East Wenatchee
- Issaquah
- Richland
- Tacoma

**OREGON LOCATIONS**

- Medford
- Portland

**IDAHO LOCATIONS**

- Meridian



RH2's review of the bid documents submitted by Odyssey and Crestline Construction found both bids to be responsive and in accordance with the bid specifications. To assess Odyssey as a responsible bidder, RH2 reviewed Odyssey's statement of qualifications and spoke with Odyssey's project manager and their references, including other project owners and architects who have worked with Odyssey. In general, the feedback received from those who have worked with Odyssey was positive and did not identify any issues of concern. That said, it was noted that Odyssey is a newer (~4 years in business) and smaller (6 full-time employees) company who may not have as much experience as Crestline Construction. However, based on RH2's review, we believe that Odyssey has demonstrated that they have sufficient experience to perform the work. RH2 recommends that the contract for construction of the City's Water System Improvements, Phase 1: Water Improvements project be awarded to Odyssey as the lowest responsive and responsible bidder for the amount of \$434,710.00.

If you have questions or concerns regarding this recommendation, please contact me at (503) 446-2937 or [plau@rh2.com](mailto:plau@rh2.com).

Sincerely,

**Patrick Lau, P.E.**

Project Engineer

KP/PGL/sp/gn



EXPIRES: 12/31/2022

cc: Ms. Colleen Coleman, City Manager, City of Mosier

Enclosures: Bid Tabulation

City of Mosier  
 Water System Improvements Project, Phase 1: Water Improvements  
 Bid Tabulation

Date: 5/25/21 2:00 PM

Apparent Low

Other Bidders

**BASE BID ITEMS (INCLUDED IN BASIS OF AWARD)**

Item	Description	Units	Quantity	Engineers Estimate		Odyssey Contracting LLC		Crestline Construction	
				Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
1	Mobilization, Demobilization, Site Preparation, and Clean-up	LS	1	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00
2	Site Work and Utilities	LS	1	\$ 55,952.89	\$ 56,000.00	\$ 110,000.00	\$ 110,000.00	\$ 75,000.00	\$ 75,000.00
3	Building Structural	LS	1	\$ 67,200.00	\$ 67,200.00	\$ 60,000.00	\$ 60,000.00	\$ 95,000.00	\$ 95,000.00
4	Building Mechanical	LS	1	\$ 60,400.00	\$ 60,400.00	\$ 10.00	\$ 10.00	\$ 107,000.00	\$ 107,000.00
5	Building Electrical and Automatic Controls	LS	1	\$ 103,000.00	\$ 103,000.00	\$ 155,000.00	\$ 155,000.00	\$ 125,000.00	\$ 125,000.00
6	Water System Telemetry Improvements and Integration	LS	1	\$ 76,000.00	\$ 76,000.00	\$ 30,000.00	\$ 30,000.00	\$ 60,000.00	\$ 60,000.00
7	As-Built and O&M Manuals	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00
8	Minor Change	DOL	30000	\$ 1.00	\$ 30,000.00	\$ 1.00	\$ 30,000.00	\$ 1.00	\$ 30,000.00
<b>SUBTOTAL (ITEMS 1-8)</b>					\$ 435,100.00	-1.7%	\$ 427,510.00	20.8%	\$ 525,500.00

**ADDITIVE BID ITEMS (INCLUDED IN BASIS OF AWARD)**

Item	Description	Units	Quantity	Engineers Estimate		Odyssey Contracting LLC		Crestline Construction	
				Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
A-1	Additional Pump Station Piping	LF	120	\$ 100.00	\$ 12,000.00	\$ 60.00	\$ 7,200.00	\$ 25.00	\$ 3,000.00
<b>SUBTOTAL (ONLY ENTER BID UNIT PRICE FOR SELECTED ITEM) - ITEM A-1</b>					\$ 12,000.00	-40.0%	\$ 7,200.00	-75.0%	\$ 3,000.00

<b>TOTAL BID AMOUNT (BASIS OF AWARD)</b>		\$ 447,100.00	-2.8%	\$ 434,710.00	18.2%	\$ 528,500.00
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June 1, 2021

LaDonn McElligott  
Rural Development – Oregon  
United States Department of Agriculture  
1901 Adams Ave., Suite 1 | La Grande, OR 97850

Sent via email to: [ladonn.mcelligott@usda.gov](mailto:ladonn.mcelligott@usda.gov)

**Subject:** City of Mosier Water Project – Concurrence in Recommendation of Award for the Phase 1 Improvements.

Dear Ms. McElligott:

The City has successfully bid Phase 1 of the water system project. The City and RH2 Engineering have prepared a submittal package for USDA review and approval at the link below. The submittals are titled and organized per the list of information requested by Brian Daily P.E.

[https://rh2engineeringinc-my.sharepoint.com/:f/g/personal/kpettibone\\_rh2\\_com/El6lYOeTnMdBkyMUj9e6SQMBclDjDRD0pihX-BiE3mfiXg?e=1Hw664](https://rh2engineeringinc-my.sharepoint.com/:f/g/personal/kpettibone_rh2_com/El6lYOeTnMdBkyMUj9e6SQMBclDjDRD0pihX-BiE3mfiXg?e=1Hw664)

The City agrees with the Recommendation for Award by RH2 Engineering, the engineer of record for the City's water project, for Phase 1 improvements. Please refer to their letter provided as part of the bid submittal package. In summary, RH2 recommends that the City award the project to Odyssey Contracting LLC. We intend to request approval to award from Mosier City Council on Wednesday June 9<sup>th</sup>. Please provide the City with USDA approval, or comments if any, prior to this meeting date.

We do not believe there are any significant irregularities in the bid documents that would necessitate review by the City's legal counsel.

Sincere Regards,



Jayme Bennett – Interim City Manager

cc: John Grim P.E. – City Engineer  
Laura Westmeyer – City Attorney  
Kyle Pettibone P.E. – RH2 Engineering  
Brian Daily P.E. – USDA Engineer