COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met by video conference on November 24, 2020 at 6:05 p.m., with Council President Hare presiding. Members of Council present via video or telephone were Mr. Anderson, Mr. Neil, Mr. Slavin, Mr. Rocha, Mr. Taylor. Mr. Sudler and Mr. Lindell were absent. Mayor Christiansen was also present. Civilian members present via video or telephone for their Committee meetings were Ms. Maucher (*Utility*), Mr. Shevock and Mr. Contant (*Legislative, Finance, and Administration*).

UTILITY COMMITTEE

The Utility Committee met with Council President Hare presiding.

Adoption of Agenda
Ms. Maucher moved for approval of the agenda, seconded by Mr. Neil and unanimously carried.

Evaluation of Proposals - Update to the City of Dover Water Master Plan (Actionable Item)
Mr. Jason Lyon, Water and Wastewater Director, reviewed the background and analysis regarding the evaluation of proposals for the update to the City of Dover Water Master Plan.

Staff recommended awarding the contract to Whitman, Requardt & Associates for the Update to the City of Dover Water Master Plan, RFP #21-0013WW, for the amount of $143,501.

Responding to Mr. Anderson, Mr. Lyon advised that the update to the Master Plan would include a consultant to provide a complete re-evaluation of the City water system, including the water supply, water storage and water distribution system. The plan will update the projected long term demands of the City, the water supply and new technology research for aquifer recharge, water storage and water distribution system. Mr. Lyon stated that the plan will update the projected long term demands of the City, the impact of water supply and availability of water, confirmation and calibration of the existing water model, including the water storage and distribution demands, as well as an evaluation of the existing water distribution system. He noted that the update would also provide an evaluation of existing operational practices, including public outreach to customers and provide a twenty (20) year capital outlook on improvements for the water system.

Responding to Mr. Taylor regarding the price difference, Mr. Lyon advised that they were going to get a better service because of experience and level of expertise. Mr. Lyon stated that Whitman, Requardt & Associates had done more of this type of water master plan than any alternative firm. He noted that they wanted to make sure that they got the best quality candidates for this project and that was why they did it as a Request for Proposals (RFP) and not just an invitation to bid.

Ms. Maucher asked if this was an update to the 2006 plan or if it was to start and take a whole new look. Responding, Mr. Lyon advised that this would start from an update and would encapsulate some additional items inside of the scope of work, not necessarily from the original 2006 master plan, but that it would be a jumping off point. He noted that then it would delve into everything that was going on in the 14 years since they opened things back up.

Responding to Ms. Maucher, Mr. Lyon stated that the intent was to update these plans every 10 years and inside of the updates there would be a 20-year outlook period.

Responding to Mr. Neil, Mr. Matthew Harline, Acting City Manager, stated that they were currently working with Duffield on the water treatment plant upgrade. Mr. Harline noted that Duffield is a very competent firm, they just did not have a track record in those kinds of plans.

Mr. Harline noted that half of the project would be funded by a grant.

Mr. Neil moved to recommend awarding the contract to Whitman, Requardt & Associates for the Update to the City of Dover Water Master Plan, RFP #21-0013WW, for the amount of $143,501, as recommended by Staff. The motion was seconded by Mr. Rocha and unanimously carried.

Mr. Neil moved for adjournment of the Utility Committee meeting, seconded by Mr. Anderson and unanimously carried.

Meeting adjourned at 6:16 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Council President Hare presiding in the absence of Chairman Lindell.

Adoption of Agenda
Mr. Neil moved for adoption of the agenda, seconded by Mr. Shevock and unanimously carried.

Evaluation of Bids - Dover Police Department - CIP Projects: Chiller, Cooling Tower & Pumps Replacement (Actionable Item)
Mr. Matthew Harline, Acting City Manager, reviewed the background and analysis regarding the evaluation of bids for the Dover Police Department - CIP Projects: Chiller, Cooling Tower and Pumps Replacement.

Staff recommended awarding the replacement contract, based upon RFP #21-0012PD for the Furnishing and Installation of Chiller, Cooling Tower and Pumps Replacement for the City of Dover Police Department, to Service Unlimited in the amount of $362,952 based on the graded criteria.

Mr. Neil moved to recommend approval of Staff's recommendation, seconded by Mr. Shevock and unanimously carried.

Emergency COVID-19 Relief Economic Retention Electric Fund (Actionable Item)
Mr. Anderson moved to defer this item to the Legislative, Finance, and Administration Committee meeting schedule for December 15, 2020.

Mr. Harline stated that he would like to discuss with Mr. Anderson and other Council members what they were looking for regarding this item.

Mr. Anderson stated that they had seen and heard around downtown and at meetings that there was a real concern that businesses that had been very solid were facing challenging times that were a direct result of either infections or restrictions related to the pandemic. He stated that the city could set up a fund to avoid the unnecessary loss of businesses. Mr. Anderson stated that there were at least four possible approaches, and they needed to determine which would be easiest for the customers, hardest to abuse, and easiest for Staff to administrate.

Mr. Harline stated that the key thing to address was what their goal was and what their target was. He stated he understood that small businesses had been affected by COVID-19 and setting up certain criteria would be important. Mr. Harline stated that he spoke with Ms. Laura Wisler, Division of Small Business, and that she made some good points about how they used some funds either to sort by North American Industry Classification System (NAICS) code or in a different program. They had some criteria about who would qualify, if they did not have any outstanding taxes prior, or they were in good standing, and if they had their licenses. Mr. Harline advised that they needed to work out that kind of criteria. He stated that from a business standpoint, keeping customers viable in the long run would help the electric and other utilities. He stated that, looking through the accounts, they have two small commercial accounts that are on a payment plan, so targeting the right audience was going to be important.

Mr. Anderson moved to defer this item to the Legislative, Finance, and Administration Committee meeting scheduled for December 15, 2020, seconded by Mr. Neil and unanimously carried.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, seconded by Mr. Shevock and unanimously carried.

Meeting adjourned at 6:23 p.m.

The motion for adjournment of the Council Committee of the Whole meeting was unanimously carried.

Meeting adjourned at 6:23 p.m.

William F. Hare
Council President

WFH/JT/tm
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2020\11-24-2020 CCW Minutes.wpd