

MINUTES OF THE COUNCIL MANAGEMENT COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

December 27, 1984

Committee Members Present: Councilors Deines, Kelley and Bonner
Committee Members Absent: Councilors Hansen and Oleson
Councilors Present: Councilors Kirkpatrick and Van Bergen
Staff Present: Don Carlson, Ray Barker, Herman Brame,
Mary Jane Aman, Doug Drennen, McKay
Rich, Bob Porter

Chairman Bonner called to order a regular meeting of the Council Management Committee at 5:30 p.m. This meeting was postponed from its originally scheduled date of December 20, 1984, due to inclement weather.

1. Approval of Minutes

Councilor Kirkpatrick requested the minutes be corrected to list her name as a Councilor in attendance.

Motion: Councilor Kelley moved the minutes of November 15, 1984, be approved as corrected. Councilor Deines seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Deines, Kelley and Bonner

Absent: Councilors Hansen and Oleson

The minutes were approved as corrected.

2. Consideration of a Contract with Boullier & Boullier for Real Estate Services for Acquisition of the Washington Transfer & Recycling Center Site

Doug Drennen explained this contract was a part of the overall siting effort for the Washington Transfer & Recycling Center (WTRC) site. If selected as contractor, Boullier & Boullier would contact land owners to gain information about the suitability of their sites, rank this information and negotiate an option to purchase with the owners of the top three ranked sites. The Council would then make the final purchase selection after a public hearing process, Mr. Drennen said, and a purchase would be made.

Councilor Bonner asked how the public would be involved in the site selection process. Mr. Drennen responded Metro staff had already met with Washington County community planning organizations (CPO's) in September, informed them about the selection process and the locations most likely to be chosen because of compatible zoning. Mr. Drennen said another series of public meetings would be held in January of 1985, prior to coming before the Council for a final site selection decision.

In response to Councilor Kelley's question, Mr. Drennen responded the community planning organizations' reaction to staff's presentation was good and meeting turnouts had been large. Councilor Kirkpatrick added that Peg Henwood had been keeping her informed of the public information process and she was confident staff was being very thorough in their efforts. She said Ms. Henwood had volunteered to conduct a study session with the Council if Councilors wanted more information on this subject. Presiding Officer Bonner requested such a session be arranged.

Addressing the contract under consideration, Mr. Drennen said staff felt the best arrangement to negotiate real estate for WTRC would be through a buyer/broker relationship. The broker would be working exclusively for Metro and fees would be known in advance. Mr. Drennen thought if the broker were paid a commission of the final sale, the broker's fees would be much higher than the contract fee being recommended.

Councilor Deines criticized the lack of comparative financial information about the proposals submitted for this contract. He said staff recommended awarding the contract to the "highest bidder" but no written information had been provided explaining this decision.

Mr. Drennen explained staff had rated all proposals submitted according to the same criteria, cost being one factor. All factors considered, Boullier & Boullier rated the highest. He said the firm demonstrated the greatest experience and understanding of the scope of the work to be performed. To award the contract to any of the other firms submitting proposals could result in expensive contract addendums because those firms had not considered the full scope of the work to be performed, he said.

Don Carlson said staff would, for all personal services type contracts, provide more comprehensive information regarding the factors determining recommendation of a contract award. Also, Doug Drennen said he would provide Councilor Kelley with a memorandum outlining the contractor selection process and staff's decision to recommend awarding the contract to Boullier & Boullier.

Motion: Councilor Deines moved to approved the contract with Boullier & Boullier. Councilor Kelley seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Deines, Kelley and Bonner

Absent: Councilors Hansen and Oleson

The motion carried and the contract was approved.

3. Consideration of an Addendum to the Contract with Rural Electric for Backup Electric Services at the Zoo

Kay Rich explained because the Zoo was without a staff electrician for several months, staff relied more heavily on the contracted services of Rural Electric. He requested another \$20,000 be added to the contract amount to cover the extra electrical service costs incurred during the staff shortage and to cover some contingencies that might arise. He said the contract would be rebid at the end of the fiscal year.

Motion: Councilor Deines moved to approve the contract addendum and Councilor Kelley seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Deines, Kelley and Bonner

Absent: Councilors Hansen and Oleson

The motion carried and the contract addendum was approved.

4. Consideration of a Contract with AT&T to Purchase a Phone System (Currently in Use) at the Zoo

Kay Rich said staff had been leasing the current AT&T Dimension 400 phone system for the last five years with good results. After consulting with an independent phone system consultant about upgrading the system, the contultant had advised the Zoo to purchase the existing system at a one time cost of \$13,000. Mr. Rich reported the Zoo currently leases the system at an approximate annual cost of \$24,000. He said he may soon request the Committee approve a contract to purchase some additional phone answering equipment recommended by the consultant.

Motion: Councilor Kelley moved to approve the contract and Councilor Deines seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Deines, Kelley and Bonner

Absent: Councilors Hansen and Oleson

The motion carried and the contract was approved.

5. Review Plans for the January 31, 1985, Council Work Session Regarding 1985 Goals and Objectives

Don Carlson reviewed his memo to the Committee dated December 20, 1984, and explained the Work Session would involve Councilors and key staff reviewing major goals and objectives for 1985 and updating them if necessary. He explained the Presiding Officer would assign Councilors to work with staff on specific goals and objectives at the Council meeting of January 10.

Councilor Kirkpatrick asked if Dan LaGrande would be the best person to use as facilitator for the Work Session because of his close association with Metro. Jack Deines thought, because the topic of discussion would mostly consist of reviewing existing goals, Mr. LaGrande would be an appropriate facilitator. Mr. Carlson added that Mr. LaGrande would not charge a fee for his services. The Committee agreed Mr. LaGrande should be the facilitator.

Councilor Kelley asked if a more general work session could be arranged in the future to discuss Metro policy and any other issues important to the Council. Councilor Bonner said he would be working to arrange such a session in 1985.

6. Consideration of the FY 1985-86 Budget Schedule and Process

Mr. Carlson explained although this was not included as a regular agenda item, he wanted the Committee to review the general schedule and process per his memo to the Committee dated December 20, 1984, and make a recommendation to the full Council for adoption of the schedule and process. He explained the process was very similar to the one for FY 1984-85, which was successful.

Councilor Bonner agreed the budget process and schedule for last fiscal year had been successful, especially in the area of citizen involvement.

Motion: Councilor Kelley moved to recommend the general budget schedule and process, as outlined in Mr. Carlson's memo dated December 20, 1984, for approval by the full Council. Councilor Bonner seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Deines, Kelley and Bonner

Absent: Councilors Hansen and Oleson

The motion carried and the budget schedule and process was recommended for approval to the full Council.

7. Other Business

Councilor Van Bergen said if he were confirmed as the 1985 Chairman of the Council Management Committee, he would like to receive written information from the previous Chairman about the Committee's charge, related legislation about the Committee and the Presiding Officer's objectives for the Committee. He said he welcomed his new responsibility and expected the Committee would accomplish much important business during the new year.

There being no further business, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,



A. Marie Nelson
Clerk of the Council

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