

**MINUTES**  
**City Council – Regular Meeting**  
**Troutdale City Hall – Council Chambers**  
**219 E. Historic Columbia River Hwy.**  
**Troutdale, OR 97060**

**Tuesday, July 12, 2016 – 7:00PM**

**1. PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.**

Mayor Daoust called the meeting to order at 7:00pm.

**PRESENT:** Mayor Daoust, Councilor Ripma, Councilor Brooks, Councilor White, Councilor Allen and Councilor Wilson.

**ABSENT:** Councilor Morgan (excused).

**STAFF:** Amy Pepper, Civil Engineer; Sarah Skroch, City Recorder; Erich Mueller, Finance Director; Ed Trompke, City Attorney; Monte Reiser, Chief of Police (Multnomah County Sheriff's Office Commander); Tim Seery, Parks Director; Steve Gaschler, Public Works Director; Teresa Troutd, Administrative Assistant Multnomah County Sheriff's Office; Lieutenant Joel Wendland, Multnomah County Sheriff's Office; and Chief Deputy Jason Gates, Multnomah County Sheriff's Office.

**GUESTS:** See Attached List.

Mayor Daoust asks if there are any agenda updates.

Steve Gaschler, Public Works Director, responds yes we have an agenda change. Item #7 on the agenda, the report from the Parks Advisory Committee regarding the off leash dog park public involvement plan, is being pulled from the agenda. They will be bringing that to you at a later date.

**2. CONSENT AGENDA:**

**2.1 MINUTES:** January 19, 2016 Work Session, January 26, 2016 Work Session, January 26, 2016 Regular Meeting, and June 14, 2016 Regular Meeting.

**2.2 RESOLUTION:** A resolution accepting a perpetual nonexclusive utility easement along NW Graham Road from the Port of Portland.

**2.3 RESOLUTION:** A resolution authorizing a City Official to negotiate and execute an agreement concluding the employment of the City Manager.

**2.4 RESOLUTION:** A resolution continuing Workers' Compensation coverage of volunteers to the City of Troutdale for fiscal year 2016-2017.

**2.5 RESOLUTION:** A resolution recognizing the completion of public improvements associated with the Discovery Block subdivision and accepting them into the City's fixed asset system.

**2.6 MOTION:** A motion accepting the Mayor's nominations for appointment to fill vacancies on the Citizens Advisory Committee.

**2.7 RESOLUTION:** A resolution authorizing the City Manager to execute an Intergovernmental Agreement with the State of Oregon, Port of Portland, Multnomah County, Multnomah County Drainage District, Sandy Drainage Improvement Company, and the City of Fairview for the design, permitting, right-of-way acquisition, construction, operation and maintenance of segments of the "40-Mile Loop" trail between Blue Lake Park and NE Harlow Road.

**MOTION: Councilor White moved to approve the consent agenda. Seconded by Councilor Brooks. The motion passed unanimously 6-0.**

### **3. PUBLIC COMMENT:**

None.

### **4. REPORT: West Columbia Gorge Chamber of Commerce Annual Report.**

Tamie Arnold, Board President, West Columbia Gorge Chamber of Commerce, states we are here to give you an update on how the Chamber has been performing.

Tamie Arnold presented a PowerPoint Presentation on the West Columbia Gorge Chamber of Commerce Annual report to the Council. (A copy of the PowerPoint Presentation containing the Annual Report is attached as Exhibit A to these minutes).

Bob McDonald, Acting Executive Director of the West Columbia Gorge Chamber of Commerce, states we have hired a new Visitors Center/Office Manager, Peggy Propster. Peggy started yesterday. We had 11 candidates when we advertised the position through various public venues. I short listed that to 6 and sent it to the Personnel and then we interviewed the final 3 candidates. She'll be doing both the office management and also the visitor's center.

Tamie Arnold states our hope and desire is that you see how hard we are working as an organization to rebuild ourselves and come back even stronger. From the Board to this City, we want you to know how much we truly appreciate the support you have given us and the trust you have had in us to do well by our business community and represent them. Also, the financial support through the transient lodging tax (TLT). We are doing our best to do what is in our memorandum of understanding (MOU) and above and beyond that. We look forward to ideas from you on how we can improve and do better in the future.

Bob McDonald states from day one coming into this Chamber I've had tremendous support and help. I have not had one, single negative experience. I've had nothing but positive support from the membership all around with enthusiasm and excitement.

Councilor Wilson states the recent mixer you just had showed the energy the Chamber has now. I could feel the energy. There are a couple of things we talked about and one is the touch screen for the Chamber and also going wireless downtown. I don't know what your timeline is on that but we do have a Community Enhancement Program (CEP) that you can apply for funding that will match through our CEP. I would like you to consider that for next year. I noticed in 2015 you're showing a negative for Summerfest. 2014 showed a \$4,000 positive balance at the end of the year, that originally was not carried over. Maybe you can go back and look to see if you can find that and put it in 2015 to turn that negative into a positive. You've done a great job. I look forward to the Chamber getting stronger.

Councilor Allen states I want to thank you for the presentation and also the attention to detail. You show professionalism.

Tamie Arnold states I should also mention that we did have a financial audit. It was not an aggressive one. We were happy to find out we sat in a good place financially.

Mayor Daoust states this relationship between the Chamber and the City of Troutdale is a very important relationship. One that we need to foster and keep strong. I think we need to support the Chamber as much as we can going forward. I want to thank Bob for being the Interim Director. You've done a great job. And Tamie, I'm glad you both are in a leadership role. Positive things are happening. I witnessed the energy of the Chamber as well and it's worthy. I have a favor to request regarding the Halsey Corridor. I need you to get me 2 business people that want to be on that committee. I'm willing to be on the committee but we need a couple of business people that will talk business language along Halsey for that study. Can you do that for me?

Tamie Arnold responds yes.

#### **5. REPORT: Annual Multnomah County Sheriff's Office report.**

Monte Reiser, Commander, Multnomah County Sheriff's Office, states I have with me Chief Deputy Jason Gates and this evening I am presenting you with the annual Multnomah County Sheriff's Office report.

Commander Reiser presented a PowerPoint Presentation on the annual Multnomah County Sheriff's Office report to the Council. (A copy of the PowerPoint Presentation containing the Annual Report is included in the Council packet).

Commander Reiser states I have received calls and concerns and there were 2 areas when it comes to public safety concerns. One was the lack of uniform presence patrolling Troutdale parks in the vicinity. The second was the lack of traffic enforcement in some areas including Buxton Rd., Cherry Park Rd. and Frontage Rd. I want to discuss the topic of Municipal Court citations as we received some questions about their proper issuance. As an area of improvement an ongoing goal of ours is to fund a traffic team to specifically assign to perform selective enforcement in select areas based on community feedback and traffic data. A traffic team would provide more visibility as well as the capacity to

conduct DULLs and safety missions. We haven't had a traffic team for several years and it remains one of our goals to get funded in the future. Some good news is we recently purchased 8 moving radar units and 2 of those will be placed in Troutdale patrol vehicles. Addressing Municipal Court data concerns, a few months ago it was brought to my attention that there was a concern that Deputies may be citing some offenders into Circuit Court for offenses occurring in Troutdale versus Municipal Court. I asked our planning and research unit to conduct an assessment. I would like to point out that since the merger, citations to Municipal Court have increased. We did find on occasion that Deputies were incorrectly citing offenders into Circuit Court. 83 were erroneously sent this past year which is less than 9% of all citations. We owned this mistake. We have since instilled some quality assurances to remedy the situation. We also have new citations on order that have all court locations on the bottom of the citation. We will also, on a quarterly basis, review traffic citation data to ensure citations are being issued to the appropriate court. Some of our goals are that we want to continue to listen to the community regarding livability improvements in our neighborhoods. This past week we met with citizens from the Sunrise Park neighborhood. A while back they had expressed some concerns about livability issues that were occurring at night time. Also in the afternoons and on the weekends. We had a really good discussion about some community policing strategies and began to look at different options regarding a shared response plan. We also invited them to attend a PSAC (Public Safety Advisory Committee) meeting to learn more about the quarterly volunteer citizens program that one of our Deputy's coordinates. We like to visit neighborhood groups and are considering having a quarterly Sheriff's Office open house where we could talk about what we're doing in the community and what is happening in the City relative to public safety. I would like to make a comment about our approach to leadership. This past year we adopted a document that's called Law Enforcement Vision Guide and Principles and these principles include courage, compassion, respect, integrity, service and excellence. It represents a concept that began with the previous Troutdale Police Department. We take these very seriously and strive to accomplish them each and every day. We've discussed these principles with Sergeants at length and they share the same information with the Deputies and so have we. This is a document we refer to quite often. I can tell you that we are very excited about the future partnership with the City of Troutdale and the Sheriff's Office. I want to thank all members of the law enforcement division and a special thanks to our leadership team to include those that are here tonight.

Councilor Allen states I thank you and I definitely see the positive direction that you're headed. It is appreciated. I get compliments for things you do. We need to keep the lines of communication open.

Councilor Brooks states thank you for this detailed report. One thing that I heard at the end that I'm really excited to see you utilize is the Core Value Index (CVI). Also, there was amazing response when it came to the SWAT going into a home in the area I live in. Very well done.

Councilor Wilson states as you go through this report it's amazing that you aren't just policemen anymore. You have to learn to use AEDs, administer drugs and counteract things. The community part of it I find a lot of people around my neighborhood that really

appreciate what you've done. They feel safe because they see the patrol cars in and out more often. I want to thank you for your help with Troutdale Terrace and the Kiwanis efforts to rebuild bikes. I appreciate your work.

Mayor Daoust states when you were talking about domestic violence RA's (Response Advocates) that reminded me that there's the Trauma Intervention Program (TIP) where volunteers come in and sit with victims after a traumatic event. It could be other instances like an auto accident or fire. How is the DVRA (Domestic Violence Response Advocate) different from TIP?

Jason Gates, Chief Deputy, Multnomah County Sheriff's Office, responds the DVRA's are actually full time employees and are specifically trained to do that job and TIP is 100% volunteer and are on call.

Mayor Daoust states I get calls every once in a while and I do appreciate you. There was a person who called in who suspected some drug dealing in Mayor's Square early in the morning like 5:00am to 6:00am. I do appreciate you looking into that to see if we have a problem there. I know we've had a homeless problem north of Safeway and I did hear the other day that McMEnamin's helped by clearing some of the blackberry bushes.

Chief Deputy Gates states they cleared a lot of the blackberry bushes. McMEnamin's has been a very good partner with both the City of Troutdale, Reynolds School District and the City of Wood Village in doing that. They did a great job with a positive effect.

Mayor Daoust states I noticed one of the numbers that jumped out at me is the Troutdale Police Community Center building, I assume is open 24 hours a day. You had between 275 and 300 people per month come into that building.

Chief Deputy Gates responds yes. That is just one statistic on the enormous amount of work that our records technicians do in that unit. Exemplary customer service is definitely key to us and how we serve this public and other public. That facility is the cornerstone for the community to come to and accomplish that.

Councilor White states thank you for being here. I appreciate the report. What is the preferred method to give you feedback?

Commander Reiser responds for me directly, I like face to face contact or a phone call.

Councilor White states you did a great job regarding the camping at Lewis and Clark Park. I'm glad you're open to feedback and communication. Thank you for recognizing the problem with court. We put a great value on our court. Our Court Clerk is one of our longest term employees.

Chief Deputy Gates states I think the citations that we are ordering will be a great asset and will help us to narrow that gap.

Councilor White asks, is Troutdale putting cameras in their vehicles?

Commander Reiser responds not at this time. It's one of our goals and body cameras is something that we're monitoring.

Chief Deputy Gates states one of the challenges to us is that technology in reference to dash cam video changes so rapidly. We're still exploring all of our different options.

Councilor White states something I experienced myself was a long wait on non-emergency. I tried to call non-emergency and not tie up 911 operators. I don't know if something has changed in that regard or if it was just a fluke that one time.

Chief Deputy Gates responds no, it's just that bad. We do have the BOEC user board that we bring in frequently and it's a common complaint and it is frustrating.

Councilor White states one other thought is I live close to Glenn Otto Park and when it hits 100 degrees on a weekend I think it's beyond the capabilities of Officers assigned to our area. I don't know what the solution is and it doesn't come up that we have those days very often so it's a random thing but I wanted to plant a seed with you.

Commander Gates responds I can tell you in the past we have went ahead and paid some overtime and have had extra patrols in the area.

Councilor White states I don't mean that as an insult by any means. There are so many people. The lifeguards are a benefit. It's something to think about. Also, is there anything you need from us?

Chief Deputy Gates responds we received help from the City Manager, Craig Ward, in reference to authorization of overtime at Glenn Otto Park. We didn't go through a paperwork process, we just did it. We've kind of had a reprieve in reference to the crowds this year. This is something that is very much at the forefront of strategic planning in reference of how we're going to do that. The other thing is the Columbia River Gorge, specifically Multnomah Falls, is experiencing an influx of visitors that we've never seen before. Even with the shuttle buses we're still having quite a few issues in reference to the parking lots there. Commander Reiser has secured some funding to try to alleviate that as well.

Councilor Allen states I wanted to mention that I appreciate seeing the Friday Hoops starting up again and I appreciate the SRO at the middle schools. It's much needed. I appreciate the help.

**Mayor Daoust calls for a break at 8:36pm.**

**Mayor Daoust calls the meeting back to order at 8:45pm.**

**6. REPORT: A report from the Parks Advisory Committee regarding Imagination Station.**

Tim Seery, Parks and Facilities Superintendent, states over the last couple of months the Parks Advisory Committee (PAC) has held some Town Hall meetings and a Design Day with the school children. Ryan McNaughton, our vice chair of the PAC, wanted to bring forward to Council the recommendation from the Committee.

Ryan McNaughton, Parks Advisory Committee, Vice Chair, states after the fire we sent this to the Committee to look at the options of rebuilding. The Subcommittee had 2 Town Hall meetings and a Design Day and started gathering information. After the fire the original designer from Leathers reached out to the City and began some dialogue. Some people from Leathers started a new company called Play by Design and they have reached out to us and began some dialogue as well. The City reached out to a third company called Game Time. What we know is that we have insurance. Since then we know we are only covered at \$60,000 for the portion that was damaged by fire. Not the original \$190,000 total policy. Keep that number in mind and I'll go through the 3 proposals and the numbers and give you a recommendation. During the Town Hall meetings the professionals that came out determined that the existing portion was still safe to play on but it had outlived its lifespan and recommended that we could refurbish but we could replace. That's what we've been looking at. The first proposal from Leathers was just the damaged portion and that was \$195,000. To do the undamaged portion was an additional \$284,000 for a total replacement of the entire structure of \$479,000. There are some other costs associated with that including lodging so that number could go a little higher. Play by Design did 4 proposals. They gave 3 proposals for fire damage only and 1 for total replacement. The first proposal for fire damage only with all volunteers was \$110,100. Each of these also have some hidden costs with lodging and freight costs etc. The second proposal was the use of a local contractor and community and that was \$110,000. We're unclear why it's the same as using volunteer labor and contractor labor. We haven't clarified that yet. The third proposal using only their contractors, not local, is \$128,000. The fourth proposal is the total replacement of the entire structure with all volunteer and that is \$390,000. Game Time proposed a total replacement, the burnt portion and the remaining portion. The first 2 companies would be using a composite wood material, no real wood. The third company is using a metal material with a structural plastic. Game Time proposed constructing the entire structure. They can do a turnkey or a community build at \$122,829 for the entire replacement. There will be additional costs for a contractor to assist with the volunteers.

Tim Seery states there would be a group of 5 supervisors that oversees the volunteers. They would stay on site during the whole construction. That number will go up.

Mayor Daoust states just to clarify, when we were looking at the Game Time diagrams it appeared to me like the play structure they are proposing is much smaller than the original structure. Did you get that clarified?

Tim Seery responds I don't see that. I see the same towers and walking bridges and it looked comparable.

Ryan McNaughton states one thing with the \$122,829, I don't anticipate it going up that much and I think the cost will stay below the other costs of total replacement. A couple of

things that Game Time also offered, they don't charge for consulting or design work or travel time. All of the other companies do. Also you don't have to have skilled labor with them. That brings us to our recommendation. We looked at the options of just the replacement of the burnt portion and refurbish the existing and felt like the wood would eventually fail. We felt the best proposal is from Game Time and that is our recommendation to you, with a total replacement of the play structure using metal. Some of the reasons we decided that was the longevity of the product, low maintenance, high resistance to vandalism, cost and you can still have the community build. They offer grants and discounts to bring the price down. That price could still go down with the grant that comes in. We felt that this structure would be able to handle the growth, expected use, age appropriate and a full line of sight for safety. There is a \$51 million dollar product liability. Those are some of the reasons we want to recommend this option.

Councilor Wilson states I find these numbers a little squishy. If you're asking us to make any kind of decision tonight, I couldn't. I would like to see a detailed write up of the size because Mayor Daoust is feeling that maybe Game Time's plan is smaller. I would like to see pictures and find out about the material and life expectancy. I would like to have a detailed side by side of what we're getting, material wise, and the size of the structure and non-squishy numbers.

Ryan McNaughton responds to answer your first question, I don't believe we're looking for a decision to be made tonight. We are here presenting information that we have for recommendation and to update you on where we are right now.

Mayor Daoust states in looking at our calendar, this is just a report tonight. We're not expecting a decision. But we do have more discussion and a decision on the August 9<sup>th</sup> Council meeting. If the Council wants any additional information for our discussion on August 9<sup>th</sup> so we have a better set of information that we can deliberate on, then we should ask tonight. This is the first I've heard that Game Time is the preferred alternative. It's a completely different play structure than what's out there now. It's going to take some adjusting. I do want to have the question addressed about the size of the structure. And the numbers that Councilor Wilson requested also. It would help us if those were more solid numbers.

Ryan McNaughton states Game Time's proposal was looking far less squishy than the other two. When you look through some of the requirements that you have to do with those others it seems like an awful lot to put on there.

Mayor Daoust states part of the strategy here is to reduce the amount of the public that would get involved with the building of it. Is that part of the reasoning of going with Game Time?

Ryan McNaughton responds the main reason of going with Game Time was cost.

Mayor Daoust asks, it could still be built by volunteers then?

Tim Seery responds yes.



Councilor Allen states sometimes it's easier to give money to buy something than it is to give money to maintain something. You were saying it is metal. Do we know what type of metal?

Tim Seery responds it's a powder coated metal that is graffiti resistant, scratch resistant and marker resistant. It's very durable and it carries a lifetime guarantee on many components. The minimum guarantee is 15 years. It is basically one of the best warranties in the industry.

Councilor Allen states I like the Parks and the PAC being heavily involved in this.

Tim Seery states you have to look at the longevity of the system. Our thoughts were to put a structure in that is going to be here for the long run and minimum maintenance and cost.

Councilor Allen asks, do you have a subcommittee that's open to review this and take it back to the PAC?

Ryan McNaughton responds yes.

Councilor Wilson states we should not settle and we should wait before we make the purchase and not put us in debt.

Mayor Daoust states I know very well what it takes to put together volunteers from the first time we did this. Even with Game Time there's going to have to be some leaders that emerge that organize the volunteers and take care of food if we're going to feed them.

Tim Seery responds I have food covered and daycare covered. The volunteer piece is still up in the air.

Ryan McNaughton states as we get closer to making the decision on what route we can go we can narrow things down.

Councilor Allen states we're getting good feedback on the community involvement.

Steve Gaschler, Public Works Director, states if I could weigh in here, there's been some proposals put together and each proposal is the company's rendition of what they would put in so it's a little hard to compare. They're not all the same. They're different enough that I don't think that's the route we go down to replace this. The insurance company does replace the cost of what was burnt down. Their estimate is \$60,000. That number doesn't mean that that number is set in stone whatsoever. If we show them we can't replace it for that, they're on the hook. We intend to replace what was taken away from us as covered by insurance. We had Leathers come out and they did an evaluation of the structure and they said it's over 20 years old and it's outlived its life and it has a lot of problems and a lot of upgrades needed to be compliant with today's standards and codes. That is where

those big numbers come from. There are national buy in programs that you can go through and we need to investigate those programs.

Mayor Daoust states it just seems a shame to tear the play structure down. I wonder if there's some components that can be saved or kept.

Ryan McNaughton states I had thought of that. It was also mentioned to reuse some of the wood and picnic tables. It's been very difficult to decide what to save and what not to save. There are some tough decisions that need to be made.

Mayor Daoust states we need to see hidden costs like site prep.

Councilor Wilson states I would prefer something of this size to have more time to review it.

Mayor Daoust states it's listed on the August 9<sup>th</sup> agenda as a discussion. We can take more time if we need to. We'll discuss it again with more information.

Sharon Ezell, Troutdale resident, asks how much metal is on it?

Mayor Daoust responds could the representative from Game Time could come forward so we can ask some questions. I'll start, does Game Time get involved in volunteer organization at all?

Martha Rainey, Game Time, Design Consultant, responds we have 2 Oregon certified installers and I got pricing from both of them for this project. I gave Tim both of the numbers. One of the installers would do the full install for \$23,000. That is complete with concrete, digging and everything. He also said he would do a voluntary install for \$65 an hour. It would be 3 or 4 supervisors a day for 4 or 5 days. The most it would add on for the installation would be \$23,000 and to do a supervised install would be less than that.

Mayor Daoust states that's the additional information we need. This quote for \$123,000 for the structure looks smaller than the one we have now.

Martha Rainey responds I looked at my notes and I don't have the actual size or measurements.

Councilor White states when you mention metal I think of the old stainless steel slides that you get a third degree burn on in the summer time. Is that an issue with this material?

Martha Rainey responds no. Probably 95% of what you see out at parks or schools are metal play structures. Game Time has been around since 1923 and is a very reputable company. You don't have to worry about the metal slides. In fact, I wouldn't recommend metal slides. This particular design has plastic slides. Something was said too about structural plastic. It's not structural. All of the structure of the equipment is metal. It's not plastic. There are safety standards in the industry and we exceed all of the safety standards. We go beyond the safety standards.

Councilor White asks, how is your bid so much lower than the others?

Martha Rainey responds this structure that I was asked to quote is the \$180,000 structure. I know that we have a grant coming at the end of this month or beginning of August that I took into account when I priced this. I don't know the structure of the grant yet because it hasn't come out but based on last year's, I was conservative and discounted almost 40% to account of that grant. That's why it's so low. It could possibly be a greater discount than that.

Tim Seery states there is an \$18,000 discount by utilizing the US Communities contract.

Martha Rainey states this is what most cities and counties and school districts use as a manufactured system. We stand behind what we do.

Councilor Allen states I appreciate you giving us more information and appreciate the Parks department doing the leg work on this.

Martha Rainey states as far as the question about how much metal is on the structure, the way playground equipment is manufactured and engineered, it can't have things that cut you or entanglements or gaps where a child could fall through. They're not built with those hazards. What we know about playgrounds is that 80% of injuries on playgrounds are falls on the surfacing. We know Tim is really good about keeping that surfacing up.

Michelle Rosenberger, Parks Maintenance Worker, III, states I have worked for the City of Troutdale for 22 years. I wanted to share a few facts. In 1995 we had all wood play structures in all of our community parks, except Glenn Otto Park which had a metal play structure. The City sent me to school to become certified and when I came back I did an audit of all the playgrounds other than Imagination Station and we had to remove all of the wood play structures. We put in all metal Game Time structures. They're low maintenance and we've never had any injuries. Imagination Station has been high maintenance. We had to work on it the week after it was built. We had a child get their leg stuck in one of the crawl castles. I had to go in and modify it. We have had to do a lot of modification. The Parks Staff built all of the other play structures. We did it ourselves. They're very easy to put together and they last. We've been able to easily clean up any vandalism. The wood at Imagination Station is tough to take care of.

Martha Rainey states one thing that we do is custom designs. If you do decide to go with Game Time and you want to do your own design we will do that design for you. We don't charge design fees. We can make it the way you want it.

Erich Mueller, Finance Director, states I want to talk a little about the purchasing standpoint in terms of setting expectations for the next meeting. Given the magnitude of the dollars of any of the bids, from a purchasing standpoint, you're going to need to go through and request for proposal (RFP) process. Which is fine but from that purchasing standpoint we're going to do that RFP and part of it is we need a fundamental decision. Are we trying to get quotation on rebuilding just what was burnt? Or has the Council made

the decision to replace the entire structure and that's the size and scope of that RFP that we need to go out and get quotes on?

Ed Trompke, City Attorney, states I think the August meeting might be the place where staff gets instructions on how to write the RFP. There will be some numbers so Council will have ideas about what they're buying into. There is no contract to accept.

Mayor Daoust states thank you for reminding us about the RFP. I know we have \$200,000 already in the budget. We're talking about the whole structure now and what is the insurance company going to say.

Erich Mueller responds the information that we've received from the insurance company of \$60,000 is a squishy number. It's a very preliminary number. They're looking at the current appraised value that they have on their asset register. They're estimating that it's approximately \$180,000 and approximately a third of the structure burned down. That's the high level technical analysis that occurred to come up with that number. Largely we need to get more specific as to what we want to do before we can start to negotiate with CIS on what the coverage will be.

**7. REPORT:** ~~A report from the Parks Advisory Committee regarding off-leash dog park public involvement plan.~~

Staff pulled this item from the agenda and plans to bring it forward at a future date.

**8. REPORT:** A report on the Water Pollution Control Facility permit for Class V Stormwater Underground Injection Control System – DEQ.

Amy Pepper, Civil Engineer, states I'm here tonight to talk about one of our stormwater permits. As part of our stormwater program requirements we are required to have a public outreach and education plan.

Amy Pepper presented the report on the Water Pollution Control Facility permit for Class V Stormwater Underground Injection Control System – DEQ to the Council. (A copy of the PowerPoint Presentation containing the Stormwater Permitting is attached as Exhibit B to these minutes).

Amy Pepper states the permit fact sheet was included as part of your Council packet. The fact sheet gives you the background of the different permit requirements and why they came out. In general the permit requires us to inspect these 6 drywells annually and maintain those that need it. This is something we do for all of our drywells currently. It also requires us to collect stormwater samples and develop and implement a spill response plan. We are required to report annually to DEQ, conduct employee training on how to respond to spills and collect samples and look at our Municipal Code to make sure we have the legal authority to implement the permit that is drafted.

Mayor Daoust asks of those permit requirements is that for all 119 drywells? Or just the 6?

Amy Pepper responds it is just the 6 that are covered. A lot of jurisdictions chose to put all of their drywells under a permit. We at the staff level felt that the permit is likely to become more stringent over time and since 119 of our drywells are low risk and the rules cover the minimal requirements that have to be met, we would separate those and only have permit coverage to cover 6 drywells.

Councilor White asks what is the treatment?

Amy Pepper responds for the 6 that are under a permit, they go into a catch basin and there is an 18" sump in that basin that will trap sediment. That is the primary treatment. We collect all of that sediment and pump it out. We also clean out the drywell itself and get any sediment that's in the drywell.

Councilor White asks does a property owner on a new construction have the option to retain all of their runoff?

Amy Pepper responds yes, we actually encourage that. As part of our stormwater program we have adopted the Portland stormwater management manual which has a hierarchy for green infrastructure.

Councilor Wilson states half way underneath the freeway that they just built has a special surface on it to absorb the water through it.

Amy Pepper responds I believe it's a permeable asphalt.

Councilor Wilson asks can somebody like FedEx that's moving into one of those properties put that kind of material down to absorb water instead of it running off into our system?

Amy Pepper responds the TRIP property is a superfund site and so infiltration is not a good fit for that because it has contaminated water and you don't want to mix. You want all that water treated. It's case by case.

Councilor Allen states there is a lot of work into running the City that we don't actually think about from day to day. I'm glad you're thinking about it.

## **9. STAFF COMMUNICATIONS**

Steve Gaschler states I want to remind the Council of the summer schedule we're on. The next meeting is on August 9<sup>th</sup>.

## **10. COUNCIL COMMUNICATIONS**

Councilor White states I was able to attend First Friday and the Troutdale Historical Society put on a concert. Zach Hudson and his father were the musicians and it was really nice.

Councilor Allen states I realize we get a lot of service for our utility dollars. I remember my bill being around 30 something, then 50 something and now 70 something.

Steve Gaschler responds I don't know how 4% would equate to the math that you're doing. We are the lowest provider in the region.

Councilor Wilson states as everybody knows we are going to connect with the 40 Mile Loop. There was a meeting on the 29<sup>th</sup> of June and Metro sent out over 12,000 notices. 4,617 of those were sent to Troutdale residents. There was maybe 100 people total there from Corbett, Boring, Troutdale and Gresham. I feel before we make a decision if we're going to change or connect I would like to have a work session along with the Planning and Parks Advisory Committees and re-invite the Troutdale residents. Maybe we could hold it at the Sam Cox Building. Looking at the postcard that was sent out it really wasn't clear about what is happening or where the trails were. I would like it to be the least impact and get the buy in of the community that it's going to affect. I think there needs to be more outreach for the community of Troutdale.

Councilor Ripma states there is no money so there is no particular rush.

Councilor Wilson states I understand that but the Metro Committee is making preferred recommendations. We as a City Council is going to have to decide on it. The Metro Committee is going to make a decision in October.

Mayor Daoust asks would sometime in September would be adequate for a work session?

Councilor Wilson responds either before or after. Metro is going to have another meeting in September.

Councilor White states I would like input from the Multnomah County Sheriff's Office as far as safety aspects and enforcement.

Councilor Wilson states the other things I want to go over is Summerfest which is the 23<sup>rd</sup> of this month. Then on August 6<sup>th</sup> is the Soulful Giving. Also, August 7<sup>th</sup> is the Troutdale Cruise-In.

Councilor Brooks states I wanted to thank everybody that put together reports tonight. Also, in regards to the work session regarding the 40 Mile Loop. I will be on vacation for 2 weeks in September.

Mayor Daoust states I would like to make a recommendation to the other Cities to appoint Larry Morgan to the Metro Police Advisory Committee (MPAC) as the alternate for East County. This is something that I'll need Council approval on. This is a little bit different process from City Committees where I need Council's approval, this is a Metro Committee so I understand that I can go ahead and make that recommendation to the other Cities.


Councilor Ripma states I recall MPAC has a rule that each City passes a resolution to appoint a representative and the alternate.

Mayor Daoust states the OMA Conference is July 20<sup>th</sup> to the 24<sup>th</sup> and I will be attending that conference. Councilor Ripma has agreed to hand out the Citizen of the Year award and the Youth Citizen of the Year award at the park for Summerfest.

## 11. ADJOURNMENT

**MOTION: Councilor Wilson moved to adjourn. Seconded by Councilor Brooks. The motion passed unanimously.**

Meeting adjourned at 10:06pm.



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**Doug Daoust, Mayor**

Dated: 9/30/16

**ATTEST:**



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**Kenda Schlaht, Deputy City Recorder**

# CITY OF TROUTDALE

Regular Meeting

7:00PM

Monday, July 12, 2016

## PLEASE SIGN IN

| Name – Please Print  | Address                                | Phone #      |
|----------------------|--|--------------|
| MONTE REISER         | -                                      | 5039880352   |
| Richard R. Trout     | -                                      | -            |
| TERESA TROUDT        | -                                      | 503 956 7154 |
| Phil Healy           |  | 503-415-6512 |
| Tom Seery            | C.O.T.                                 |              |
| Ryan McWayne         | -                                      | 503-481-4129 |
| GARY JONES           | -                                      | 503 729 5936 |
| Rob Canfield         | Troutdale                              | 503-995-5524 |
| Charles Foss         | "                                      | 503-912-3665 |
| Zach Hudson          | "                                      | 503-665-5439 |
| Diane Castillo-White |  | 503 868 7405 |
| Doug Briggs          | -                                      | 503 729 2023 |
| MARTHA RAINEY        | 2052 SINKINGFISHER<br>DURHAM, OR 97224 | 503.708.4876 |
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# Annual Report to Troutdale City Council

July 12, 2016

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TAMIE TLUSTOS-ARNOLD, CHAMBER PRESIDENT  
AND  
BOB MCDONALD, INTERIM EXECUTIVE DIRECTOR

## Our Mission, Our Vision, Our Goals

### Mission

Connecting Commerce & Communities to Create Economic Vitality. To lead the transformation of the West Columbia Gorge into a dynamic economic force in the Northwest business community.

### CORE VALUES

#### Integrity.....

We believe in promoting integrity through fair and honest business practices.

#### Community.....

We believe in promoting the common interest of our region to improve and enhance business, tourism, and quality of life.

#### Leadership.....

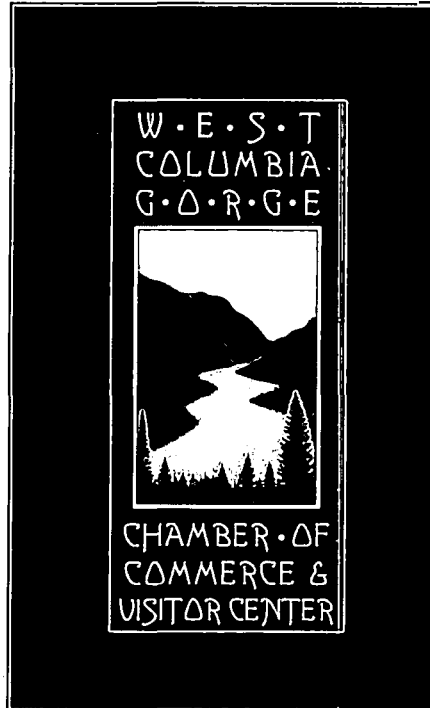
We believe in active leadership and representation in local and regional planning and development.

#### Commerce.....

We believe in promoting strong economic growth by continuing development of thriving and diverse business communities.

### ENVISIONED FUTURE

The West Columbia Gorge Chamber of Commerce will be the foremost voice representing the business communities of the West Columbia Gorge Region.



### Overview:

- State of the Chamber
- Financials
- Membership
- Operations
- Tourism
- Events
- Future Direction

## State of the Chamber

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The Chamber had some growing pains in March but we have fully recovered fully and are doing better than we have in a long time as evidenced by:

- Our strong growth in membership
- Positive membership feedback/survey
- Increased growth at our networking events
- Positive interactions with members

#### Strengthening Community Relationships

- We have been working with our sister chamber (Gresham CC)
- Partnering on events with the Gresham Chamber
- Continuing to build relationships with our local City Council's, Schools, and business'
- Fairview has been annexed into our tourism region
- Event Support

# Financials

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2014-2015 Financial Audit

\*Fox Company, CPA conducted a financial review

2015-2016 Goal is to complete a full audit

Developed a finance committee

# Membership

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- Membership growth has increased significantly since March 2016. We attribute that directly to new leadership and trust in the organization.

January = 103  
February = 110 (+7)  
March = 111 (+1)  
April = 118 (+7)  
May = 121 (+3)  
June = 133 (+12)  
July = 135 (+2)

- Kudos to our Membership Committee and co-chairs (Terry Smoke & Cheryl Swart) for their grassroots efforts!
- Developed a membership survey
- Value based membership
- Reviewing our pricing model
- Regular AM's and PM's

# Operations

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**STAFF CHANGES:**

- We lost our membership director in January. Position not replaced.
- Hired a new VC Manager in late February, not a good fit.
- Hired Bob in April as our Interim Executive Director (20 Hours a week)
- (2) Job Corps Interns / Saturday's Open 4 hrs..
- Darrel to help staff VC while we were in a state of flux with staffing
- We have hired a new Visitors Center/Office Manager, Peggy Propster
- We have a pending offer of employment for our ED Position which will be full-time
- Chamber BOD elections this month
- New computers

# Tourism/Visitor's Center

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We've had a 21% increase in visitor traffic at the Visitor Center in Troutdale this year.

**Top 6 Visiting Countries:**

1. Canada
2. United Kingdom
3. Australia
4. Germany
5. Netherlands
6. France

2015-2016



- |              |                     |                      |
|--------------|---------------------|----------------------|
| ■ Argentina  | ■ Australia         | ■ Austria            |
| ■ Bangladesh | ■ Belgium           | ■ Brazil             |
| ■ Canada     | ■ Carribbean Island | ■ Chile              |
| ■ China      | ■ Denmark           | ■ Dominican Republic |
| ■ Egypt      | ■ Finland           | ■ France             |
| ■ Germany    | ■ Greece            | ■ Hong Kong          |
| ■ India      | ■ Ireland           | ■ Israel             |

## Tourism Cont'd

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**Bike Tourism Grants**  
RTO (METRO)  
Keep America Beautiful (Waste Mgmt)

**Gorge Hubs**

**Extended Office Hours**

**Springwater Trail Extension**

## Events

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Summerfest, July 23<sup>rd</sup>

Farm to Table, Sept 3rd (New Event)

Fall Festival of the Arts, Sept 30th- Oct 1

Holiday Tree Lighting Event, Dec 3rd

## Future State

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2016 has been a year of tremendous growth and true member engagement. We anticipate greater support and engagement from our local business community as we finish 2016 and head into the new year.

### New Grant Opportunities

Visitor Center - Depot Train Station

Need space for our staff

Halsey Corridor

Update and clarify our Troutdale MOU

Create a stronger voice and enhanced advocacy for our business community through our Government Affair Committee

Review and update our Strategic Plan

Update Bylaws and policies

Chamber Directory



**Thank you City of  
Troutdale for your  
continued support**

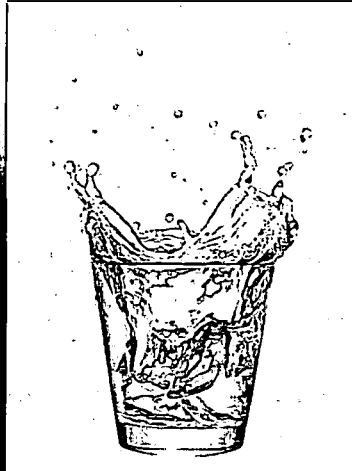
| Ordinary Income/Expense              | Complete P&L<br>(Partial Yr) | Check: Sum of<br>Columns to Right | Marcia Time @<br>90% of TTL | ED Time @<br>85% of TTL | Visitor Center | Tourism<br>Promotion | TLT-Funded        |              |            |                   |            |            | Marcia Time @<br>10% of TTL | ED Time @<br>15% of TTL | Chamber Funded     |            |          |                     |  |            |              |             |            |             |              |            |
|--------------------------------------|------------------------------|-----------------------------------|-----------------------------|-------------------------|----------------|----------------------|-------------------|--------------|------------|-------------------|------------|------------|-----------------------------|-------------------------|--------------------|------------|----------|---------------------|--|------------|--------------|-------------|------------|-------------|--------------|------------|
|                                      |                              |                                   |                             |                         |                |                      | Community Events  |              |            |                   |            |            |                             |                         | Chamber Events     |            |          |                     |  |            |              |             |            |             |              |            |
|                                      |                              |                                   |                             |                         |                |                      | SummerFest        |              |            | Tree Lighting     |            |            |                             |                         | Fall Arts Festival |            |          |                     |  |            |              |             |            |             |              |            |
|                                      |                              |                                   |                             |                         |                |                      | 2014<br>COMPLETED | 2015         | 2016       | 2014<br>COMPLETED | 2015       | 2016       |                             |                         | 2014<br>COMPLETED  | 2015       | 2016     | Christmas<br>Dinner |  |            |              |             |            |             |              |            |
| Income                               |                              |                                   |                             |                         |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            |              |             |            |             |              |            |
| Direct Public Support                | \$777.99                     | \$777.99                          |                             |                         | \$664.99       |                      |                   |              |            |                   |            |            |                             |                         |                    |            | \$113.00 |                     |  |            |              |             |            |             |              |            |
| Government Contracts                 | \$94,555.10                  | \$94,555.10                       |                             |                         | \$94,555.10    |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            |              |             |            |             |              |            |
| Special Events Income                | \$61,900.31                  | \$61,900.31                       |                             |                         |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            |              |             |            |             |              |            |
| Membership Dues                      | \$28,514.46                  | \$28,514.46                       |                             |                         |                |                      |                   | \$5,964.80   | \$8,490.00 |                   |            | \$500.00   |                             |                         |                    |            |          |                     |  |            | \$46,945.51  |             |            |             |              |            |
| Certificates of Origin               | \$0.00                       | \$0.00                            |                             |                         |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            |              |             |            |             |              |            |
| Other Types of Income                | \$1,414.90                   | \$1,414.90                        |                             |                         |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            |              |             |            |             |              |            |
| Total Income                         | \$187,162.76                 | \$187,162.76                      |                             |                         | \$95,220.09    |                      |                   | \$5,964.80   | \$8,490.00 |                   |            | \$500.00   |                             |                         |                    |            |          |                     |  |            | \$30,042.36  |             |            |             |              |            |
| Gross Profit                         | \$187,162.76                 | \$187,162.76                      |                             |                         | \$95,220.09    |                      |                   | \$5,964.80   | \$8,490.00 |                   |            | \$500.00   |                             |                         |                    |            |          |                     |  |            | \$30,042.36  |             |            |             |              |            |
| Expense                              |                              |                                   |                             |                         |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            |              |             |            |             |              |            |
| Business Expenses                    | \$100.00                     | \$100.00                          |                             |                         |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$100.00     |             |            |             |              |            |
| Merchant Services                    | \$728.83                     | \$728.83                          |                             |                         | \$131.82       |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$247.56     |             |            |             |              |            |
| Bank Fees                            | \$36.63                      | \$36.63                           |                             |                         | \$16.25        |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$20.38      |             |            |             |              |            |
| Event Expenses                       | \$58,185.63                  | \$58,185.63                       |                             |                         |                |                      |                   | \$8,162.25   | 1574.45    |                   |            | \$1,402.00 | 45                          |                         |                    |            |          |                     |  | 563        |              | \$45,225.93 | \$45.00    | \$1,168.00  |              |            |
| Accounting/Bookkeeping Fees          | \$7,109.50                   | \$7,109.50                        |                             |                         | \$621.18       |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$2,888.33   |             |            |             |              |            |
| Other Contract Services              | \$9,687.68                   | \$9,687.68                        |                             | \$5,950.00              | \$994.00       |                      |                   |              |            |                   |            |            |                             |                         |                    | \$1,050.00 |          |                     |  |            | \$1,633.68   |             | 60         |             |              |            |
| Equip Rental and Maintenance         | \$767.84                     | \$767.84                          |                             |                         | \$499.10       |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$268.74     |             |            |             |              |            |
| Rent, Parking, Utilities             | \$12,000.00                  | \$12,000.00                       |                             |                         | \$7,800.00     |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$2,900.00   |             |            |             |              |            |
| Marketing & Advertising              | \$5,855.85                   | \$5,855.85                        |                             |                         | \$300.00       | \$1,653.00           |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$3,835.45   |             | 67.4       |             |              |            |
| Telephone/Electronics                | \$2,531.40                   | \$2,531.40                        |                             |                         | \$1,645.41     |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$885.99     |             |            |             |              |            |
| Other Operations                     | \$3,710.95                   | \$3,710.95                        |                             |                         | \$713.01       | 104.26               |                   | \$15.46      |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$2,284.53   |             | 293.69     | 300         |              |            |
| Insurance (Liability, D and O)       | \$1,540.77                   | \$1,540.77                        |                             |                         | \$1,001.50     |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$539.27     |             |            |             |              |            |
| Other Types of Expenses              | \$6,215.80                   | \$6,215.80                        |                             |                         | \$233.44       | 712.35               |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$5,154.01   |             |            |             |              |            |
| Employee Salary & Pyrl Taxes         | \$27,016.69                  | \$27,016.69                       | \$24,315.02                 |                         |                |                      |                   |              |            | 116               |            |            |                             |                         |                    |            |          |                     |  |            | \$2,701.67   |             |            |             |              |            |
| Exec Director Salary & Pyrl Taxes    | \$22,515.01                  | \$22,515.01                       |                             | \$19,137.76             |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$3,377.25   |             |            |             |              |            |
| Employee Commissions & Pyrl Taxes    | \$9,942.79                   | \$9,942.79                        |                             |                         |                |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$9,942.79   |             |            |             |              |            |
| Worker's Comp & Payroll Service Fees | \$874.97                     | \$874.97                          |                             |                         | 437.49         |                      |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$437.48     |             |            |             |              |            |
| Personnel Travel and Meetings        | \$2,690.74                   | \$2,690.74                        |                             |                         | \$830.23       | \$833.62             |                   |              |            |                   |            |            |                             |                         |                    |            |          |                     |  |            | \$1,026.89   |             |            |             |              |            |
| Total Expense                        | \$171,511.08                 | \$171,511.08                      | \$24,315.02                 | \$25,087.76             | \$19,523.42    | \$3,303.23           | \$0.00            | \$8,293.71   | \$1,574.45 | \$0.00            | \$1,402.00 | \$45.00    |                             |                         |                    |            |          |                     |  | \$2,701.67 | \$4,427.25   | \$33,628.10 | \$0.00     | \$45,696.47 | \$345.00     | \$1,168.00 |
| Net Ordinary Income                  | \$15,651.68                  | \$15,651.68                       | (\$24,315.02)               | (\$25,087.76)           | \$75,696.67    | (\$3,303.23)         | \$0.00            | (\$2,328.91) | \$6,915.55 | \$0.00            | (\$902.00) | (\$45.00)  |                             |                         |                    |            |          |                     |  |            | (\$3,585.74) | \$0.00      | \$1,249.04 | (\$345.00)  | (\$1,168.00) |            |
| Net Income                           | \$15,651.68                  | \$15,651.68                       | (\$24,315.02)               | (\$25,087.76)           | \$75,696.67    | (\$3,303.23)         | \$0.00            | (\$2,328.91) | \$6,915.55 | \$0.00            | (\$902.00) | (\$45.00)  |                             |                         |                    |            |          |                     |  |            | (\$3,585.74) | \$0.00      | \$1,249.04 | (\$345.00)  | (\$1,168.00) |            |

\$26,630.30

(\$10,978.62)

Apportioned Overhead: TLT 65%, Chamber 35% (based on square footage)  
 Apportioned ED time: 85% TLT, 15% Chamber (based on ED time-use analysis)  
 Apportioned Marcia time: 90% TLT, 10% Chamber (based on time-use analysis)

## STORMWATER PERMITTING: WPCF PERMIT FOR CLASS V UICS



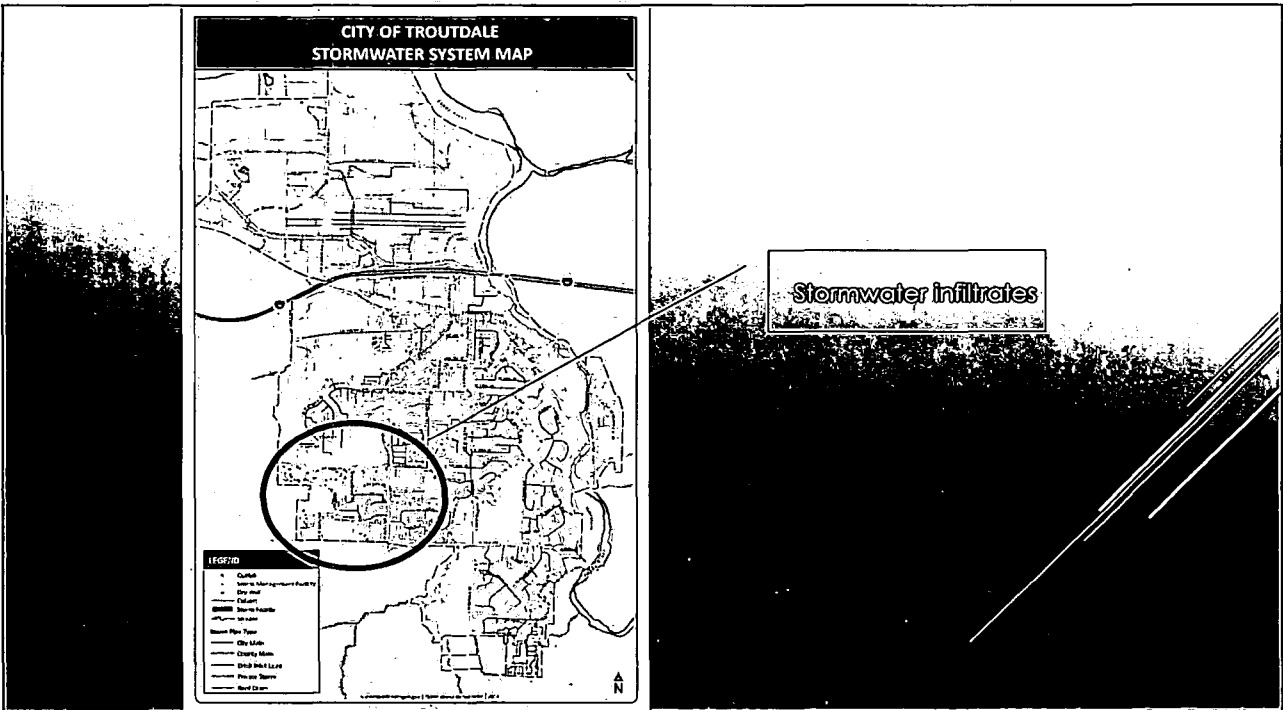
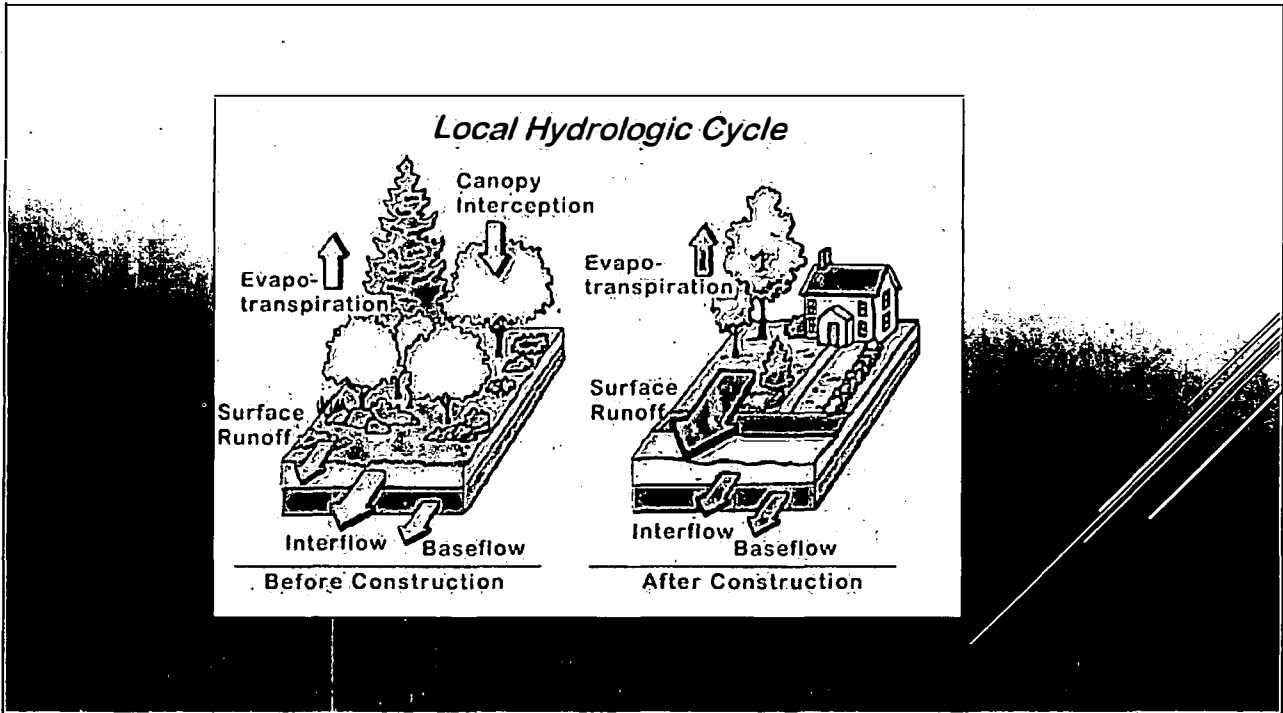
JULY 12, 2016 COUNCIL MEETING  
Amy Pepper, PE

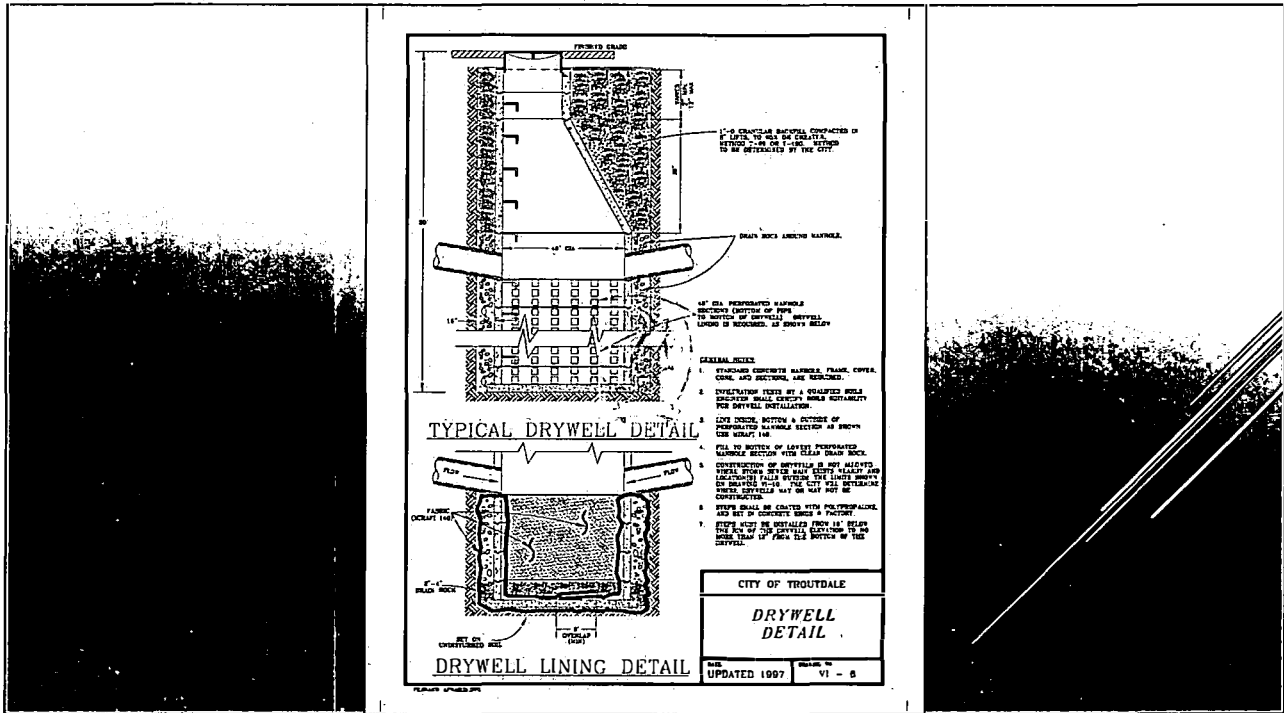
## Troutdale's Stormwater Program

### System Overview

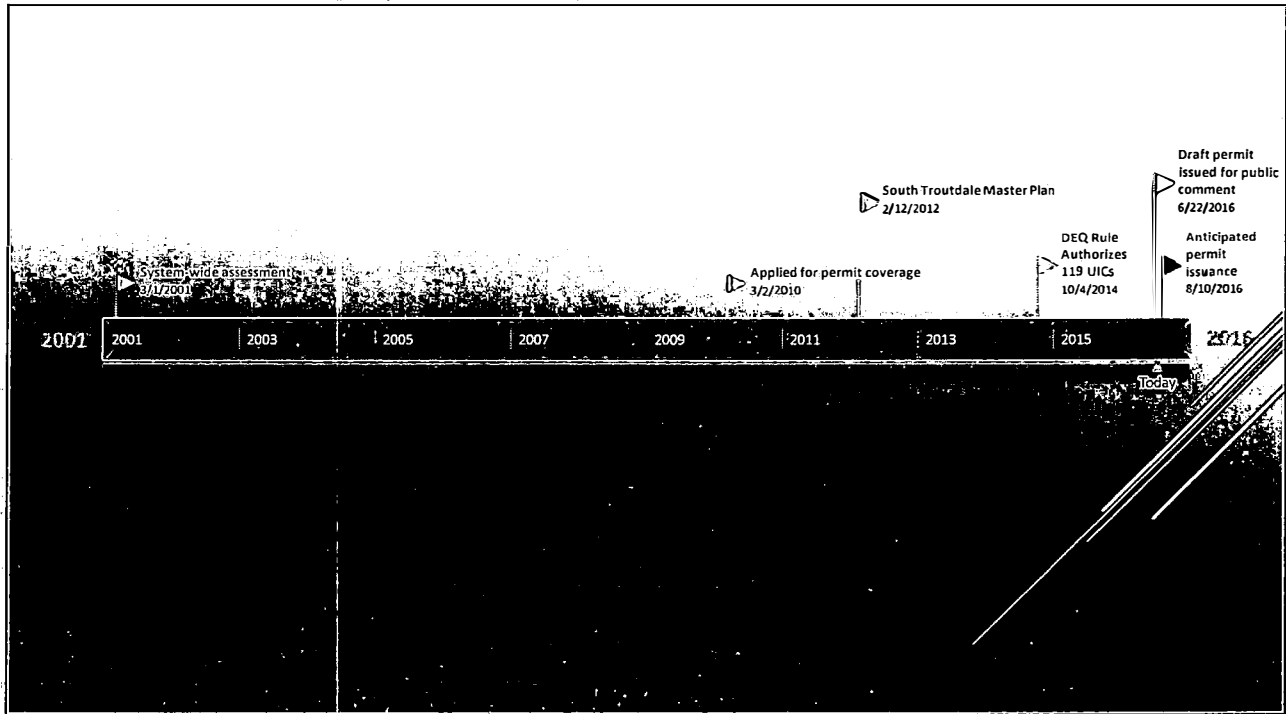
- Separate from sanitary/ sewer system
- Combination of open (channels/ditches) and closed (piped) systems
- Mixed ownership of system components
- 32 miles of closed pipe system, 32 outfalls
- 125 drywells (underground injection controls aka "UICs")
- Water quality facilities – Bioswales, Stormfilters™, pollution control manholes, and oil/water separators







- Regulated under the Safe Drinking Water Act (1974)
- OAR 340, Division 44 (2001)



- ### Draft Permit Requirements:
- Inspect drywells annually and maintain as needed
  - Collect stormwater samples
  - Develop and implement a spill response plan
  - Report annually to DEQ
  - Conduct employee training
  - Perform legal authority review & update ordinances if necessary

