



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD

Meeting Conducted in a Room in Compliance with ADA Standards

Tuesday, March 20, 2018

5:30 p.m.

City Hall Council Chambers

313 Court Street

The Dalles, Oregon

CALL TO ORDER

Chair Miller called the meeting to order at 5:31 p.m.

ROLL CALL

Present: Scott Baker, Staci Coburn, Taner Elliott, Steve Kramer, Darcy Long-Curtiss, Linda Miller, Chuck Raleigh, John Fredrick and Kathleen Schwartz

Absent:

Staff Present: Urban Renewal Manager Steve Harris, City Attorney Gene Parker and Assistant to the City Manager Matthew Klebes

In Attendance: Nine

PLEDGE OF ALLEGIANCE

Chair Miller led the Pledge of Allegiance.

APPROVAL OF AGENDA

Board Member Fredrick moved to approve the agenda; Vice Chair Elliott seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Board Member Kramer moved to approve the February 20, 2018, minutes as written. Vice Chair Elliott seconded the motion; the motion passed unanimously.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Pursuant to Item VIII. A. of the Urban Renewal Agency Board Agenda dated March 20, 2018, which cites ORS 192.660(2)(e), the Board adjourned to Executive Session at 5:35 p.m.

Chair Miller reconvened the Open Session at 5:58 p.m.

DECISION

Vice Chair Elliott moved to take no further action on Mr. Gleason's proposal; Board Member Fredrick seconded the motion. The motion passed unanimously.

ACTION ITEMS

Adoption of Urban Renewal Agency Board By-Laws

Director Harris presented the staff report and amended By-Laws, Exhibit 1.

Board discussion covered absences, consequences for unexcused absences, and meeting cancellations.

Vice Chair Elliott moved to adopt Resolution 18-001 approving and adopting the Agency By-Laws as amended: correction of scrivener errors and removal of, "Lack of notification will constitute an unexcused absence" from Article IV, Section 3. Board Member Raleigh seconded the motion; the motion passed unanimously.

Mill Creek Trail Funding

Director Harris presented the staff report and four Exhibits.

Exhibit B: Bruce Lumper letter dated April 18, 2017

Exhibit C: Minutes of the Columbia Gateway Urban Renewal Agency Budget Committee dated April 19, 2017

Exhibit D: Cameron McCarthy letter dated March 19, 2018

Exhibit E: Benjamin Beseda, Tenneson Engineering Corporation, letter dated March 19, 2018

City Attorney Parker clarified that the Urban Renewal Agency Plan would require an amendment to allow additional funding for NWPRD's master planning process.

Scott Baker, Executive Director, Northern Wasco County Parks and Recreation District, 602 W. Second Street, The Dalles

Baker stated the Mill Creek Trail has been a goal of various agencies for a long time. Currently, there is a convergence: Blue Zones has identified the trail as a marquee project, and the District is embarking on its first master planning process. The District has engaged a landscape architect to commit to two new and two existing parks. Riverfront Park and City Park are currently at the top of the list, but outside funding could elevate Thompson Park to the top.

Baker said ongoing maintenance is a concern of the District. Currently, the District spends considerable funds cleaning up the undeveloped portion of Thompson Park. Increased bicycle and foot traffic could alleviate illicit behaviors at the park.

There is a strong desire in the community to further develop Thompson Park. Landscape architecture design would increase opportunities for additional funding.

Leticia Valle, Community Program Manager, Blue Zones Project, 3591 Klindt Drive, The Dalles

Valle said the vision of the Blue Zones project is to promote connectivity, places for people to move naturally, and connect low income neighborhoods in the community. Blue Zones supports the Mill Creek Trail project.

Bruce Lumper, 6377 Mill Creek Road, The Dalles

Lumper is Vice Chair of the Riverfront Trail Board and Lead on the Mill Creek Trail, authorized to speak on their behalf and voice their support of the Mill Creek Trail.

Bill Lennox, 1005 Federal Street, The Dalles

Lennox stated he was here as a cheerleader; this project should move along.

Baker clarified that Segment 1 is from Lewis and Clark Festival Park to Second Street. Segment 2 is Thompson Park, Segment 3 goes to the back of Oil Can Henry's (1011 W. 8th Place).

The \$94,500 was originally budgeted for the engineering work to get from Second Street to the back of Oil Can Henry's. Those numbers updated are about \$112,000. The \$75,000 is just for engineering work from Second to Sixth Streets. Segment 2 needs design work to see how it fits into the project as a whole. The "not to exceed" price is \$94,500.

The next segment will require land swaps and additional work. Baker's belief is that visible results will make the next step more achievable.

In response to Vice Chair Elliott's inquiry, Lumper responded that the District would work closely with the City.

In response to Board Member Long-Curtiss' inquiry, City Attorney Parker said the proper procedure would be to create a resolution to amend the scope of work and then approve the expenditure.

Board Member Kramer moved to direct staff to produce the resolution and amend the project scope and plan to meet all legal requirements, and present the resolution at the next meeting for a decision. Board Member Coburn seconded the motion. The motion passed unanimously, Baker recused.

DISCUSSION

Brownfield Grant Application

Assistant to the City Attorney Matthew Klebes presented the staff report.

An Integrated Planning Grant through Business Oregon would help inventory and assess properties encumbered by real or perceived environmental contamination. The database and prioritization would help in redeveloping property and potentially acquire additional funding through State or Federal grants. Klebes hoped to use the Urban Renewal boundary as the focus.

Urban Renewal Area Visioning Exercise and Strategic Plan

Director Harris presented the staff report.

Board Member Long-Curtiss pointed out that Jeremiah Paulsen of Main Street recently organized a committee to work on a unified downtown vision.

Jeremiah Paulsen, Main Street, 1315 Pentland Street, The Dalles

In the 2016 Business Retention and Expansion Survey, one of the key elements business owners pointed to was identifying a coordinated vision. Main Street is interested in partnering and keeping open communication with the City.

2005 Downtown Parking Plan

Director Harris presented the staff report.

Chair Miller stated it would be beneficial to have multiple agencies working together. Board Member Schwartz was concerned that staff time spent on a parking plan would take time away from projects already before the Board.

Board consensus was in favor of moving the plan to City Council to have the parking plan updated.

STAFF COMMENTS

Tokola DDA

Attorney Parker stated staff is currently working on the pre-determination letter to BOLI.

Leash DDA

Parker stated a draft DDA has been completed and will be submitted to Mr. Leash's attorney.

Sunshine Mill

Parker said Sunshine Mill made all the required payments on the land sale contract and taxes; he has the documents prepared to close that transaction this week.

The next regularly scheduled meeting is April 17, 2018.

Director Harris provided a brief update on the First Street Streetscape project.

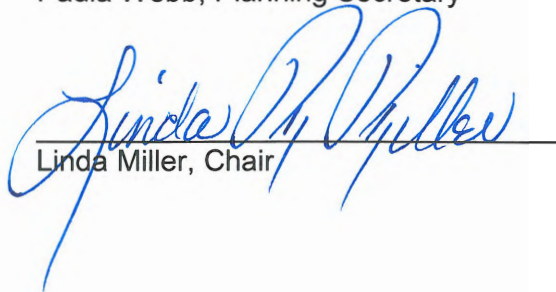
BOARD MEMBER COMMENTS

Vice Chair Elliott stated he would like to discuss marketing the Blue Building and Recreation Building at the next meeting.

ADJOURNMENT

Chair Miller adjourned the meeting at 7:45 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary



Linda Miller, Chair



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
CITY OF THE DALLES

-AMENDED-
AGENDA STAFF REPORT
AGENDA LOCATION: VIII. A.

DATE: March 20, 2018

TO: Chair and Members of the Urban Renewal Agency Board

FROM: Steven K. Harris, AICP
Urban Renewal Manager

ISSUE: Urban Renewal Agency Resolution No. 18-001. A Resolution of the Columbia Gateway Urban Renewal Agency Approving and Adopting Agency By-laws

BACKGROUND

Attached is a ~~strikeout~~ version of draft Resolution No. 18-001, and an amended copy of the resolution for Board consideration. Minor edits have been made to Article III Section 7 and Article VI Financial Section 3 based on Board Member comments.

Attachments

Amended Resolution No. 18-001

-CORRECTED-

“EXHIBIT A”

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BY-LAWS

ARTICLE 1 – AUTHORITY

Section 1. Name: The name of the Agency shall be the Columbia Gateway Urban Renewal Agency, hereinafter referred to as “Agency.”

Section 2. Office: The office of the Agency shall be City Hall of the City of The Dalles, Oregon, or as mutually agreed to by The Dalles City Council and the Agency.

Section 3. Powers and Duties of the Agency: The powers and duties of the Agency shall be as provided by Chapter 457 of the Oregon Revised Statutes and the City of The Dalles Charter and as authorized by The Dalles City Council in accordance with Ordinance No. 16-1346, adopted by The Dalles City Council on September 12, 2016.

ARTICLE II – BOARD MEMBERS

Section 1. Agency Membership: The Board of the Agency shall be composed of nine members who shall be appointed based upon their positions as follows:

Three of the members shall be City Councilors, who shall be appointed by the Mayor, subject to City Council approval. Two of the members shall be members of the general public representing businesses located within the boundaries of the Urban Renewal District, appointed by the Mayor, subject to City Council approval. The other four members shall represent Wasco County, the Mid-Columbia Fire and Rescue District, the Northern Wasco County Parks and Recreation District, and the Port of The Dalles. Each of these four governmental agencies shall appoint a representative to serve upon the Agency Board.

Section 2. Term of Office: The term of office for each member is covered by City Ordinance.

ARTICLE III – OFFICERS AND PERSONNEL

Section 1. Officers: The officers of the Agency shall be Chair and Vice Chair.

Section 2. Chair: The Chair shall be elected by a majority of the board members of the Agency and shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of board members, the Chair or Vice Chair shall sign all

contracts, deeds, and other instruments made by the Agency. At each meeting, the Chair shall submit such recommendations and information as the Chair may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chair: The Vice Chair shall be elected by a majority of the board members of the Agency and shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Board shall elect a new Chair.

Section 4. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency or by the by-laws or rules and regulations of the Agency.

Section 5. Election or Appointment: The Chair and Vice Chair shall be elected annually by a majority of board members at the first board meeting following January 1st of each year, and shall hold office for one year or until their successors are elected.

Section 6. Vacancies: Should the offices of the Chair or Vice Chair become vacant, the Board shall elect a successor from its members at the next regular meeting and such election shall be for the un-expired term of such office.

Section 7. Personnel: The Urban Renewal Manager shall serve as the administrator of the Board. The administrator shall keep the records of the Agency, record all votes, keep a record of the proceedings of the Agency, and perform all duties incidental to the office and other duties and functions as may from time to time be required by the Agency, its by-laws or rules and regulations of the Agency. The City Attorney, or designee, shall serve as the legal counsel for the Agency. The Agency may contract with the City of The Dalles for the services of City personnel.

The Board may create additional positions and appoint such personnel as it may, from time to time, find necessary or convenient to perform its duties and obligations ~~as~~ at such compensation as may be established by the Agency, ~~which~~ Such appointments shall continue at the pleasure of the Agency or until resignation.

Section 8. Removal: The Chair and/or Vice Chair may be removed at any time by a majority vote of the entire Board.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings: Regular meetings shall be in accordance with ORS Chapter 192. All meetings shall be held at City Hall in the City of The Dalles, Oregon, or at such other place as the Chair shall determine. A regular meeting may be adjourned to a time and date certain decided by a vote of the majority of the Agency

board members present and voting. No public notice of such adjourned meeting need be given, provided the meeting agenda has not been altered.

Section 2. Special Meetings: The Chair may, when the Chair deems it expedient, and/or shall, upon written request of two board members of the Agency, call a special meeting of the Agency to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Special meetings may also be held at any time by the unanimous consent of all board members of the Agency. Notice of such meeting shall be in accordance with ORS Chapter 192.

Section 3. Board Members Attendance at Meetings: Board members will inform the Chair, Urban Renewal Manager, or Agency secretary if they are unable to attend any Agency meeting. Lack of notification will constitute an unexcused absence.

Section 4. Cancellation of Meetings: A regular or special meeting may be cancelled by the Urban Renewal Manager, or at the request of the Chair, or the Vice Chair if the Chair isn't available, to the manager. Notification of the cancellation must be provided to the Board and news media.

Section 5. Quorum: Five board members of the Agency shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. A majority of the board members of the Agency present and voting shall be necessary to determine any question before the Agency.

Section 6. Manner of Voting: The voting on formal resolutions, matters relating to any federal, state, county or city agency, and on such other matters as may be requested by a majority of the Agency board members shall be by roll call, and the ayes and nays along with board members present and not voting shall be entered upon the minutes of such meeting.

Section 7. Order of Business: At the regular meeting of the Agency, the following shall be substantially the order of business:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of the Agenda
- E. Approval of Minutes
- F. Public Comment

- G. Discussion and/or Action items
- H. Staff Comments
- I. Board Member Comments/Questions
- J. Adjourn

Section 8. Resolutions: All resolutions shall be in writing.

Section 9. Roberts Rules: All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.

Section 10. Open Meetings: All meetings shall be open to the public, except that any portion of a meeting may be held in executive session if such session is in conformity with ORS Chapter 192.

ARTICLE V – PROCEDURES

Section 1. Standing or Special Committees: The Chair is authorized to refer items to standing or special committees for recommendation and report. Appointments to such committees need not be restricted to board members of the Agency.

Section 2. Authorization of Expenditures: Authorization and approval of the expenditures of money may be made only at a regular meeting or at a special meeting called for that purpose. No authorization or approval of expenditures of money may be made at a special meeting unless all board members of the Agency have been advised in advance of said meeting that such authorizing action is intended to be taken or considered.

ARTICLE VI – FINANCIAL

Section 1. Separate Fund: A separate fund or funds of the City of The Dalles shall be established for the Agency. All disbursements from these funds shall follow the regular disbursement procedures of the City of The Dalles.

Section 2. Budget: Budget procedures shall be in compliance with state budget laws. The committee which reviews the budget of the Agency shall consist of the board members of the Agency and nine citizens appointed by the Mayor, subject to confirmation by the City Council in accordance with city ordinance.

Section 3. Audit: An annual audit of the fund or funds of the Agency shall be performed by the auditor of the City of The Dalles using the same procedures as are

used for all other funds of the City and in accordance with state audit laws. The results of said audit shall be provided to the Board.

ARTICLE VII – AMENDMENTS

Section 1. Amendments to By-Laws: The by-laws of the Agency shall be amended only with the approval of a majority of all board members of the Agency at a regular or special meeting, but no such amendment shall be adopted unless at least seven (7) days notice thereof has been previously given to all of the board members.

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April 18, 2017

Budget Committee
Columbia Gateway Urban Renewal Agency
c/o Steve Harris, AICP, Urban Renewal Manager
313 Court St.
The Dalles, OR 97058

RE: Support for Funding of Proposed Mill Creek Trail, Phase I
Engineering Final Design
Proposed Budget: Table III, FY 2017-18 Projects, Page 6
Capitol Projects Fund, Expenditures, Materials & Services,
Item 200-6700-000.34-10, Pages 8 & 12

Dear Members of the Budget Committee;

Approximately one year ago, the Budget Committee of the Columbia Gateway Urban Renewal Agency unanimously agreed to include in the FY 2016-17 budget, \$94,500 for the final engineering design work on the proposed Mill Creek Trail, Phase I. The use of these funds, however, was subject to the securing of a written acknowledgement from the Northern Wasco County Parks & Recreation District's (NWCP&R) Board of Directors that the maintenance funding for the proposed trail had been secured.

At that time, it was thought that the securing of this maintenance funding would be completed by either late fall of 2016 or the spring of 2017. While much progress has been made in that direction, this piece of important work is still to be completed.

Therefore, the proponents of the proposed Mill Creek Trail are fully supportive of transferring this estimated engineering funding forward to the FY 2017-18 Proposed Budget. Then, once the maintenance funding has been secured and approved, we will be able to proceed to the engineering work component of the trail.

During the past year I have worked diligently, and closely, with the NWCP&R District, the Riverfront Trail Board, and The Dalles Watershed Council to establish an estimated amount for the annual maintenance funding of the proposed trail. This has turned out to be a lengthy process, but one that has evolved into an unexpected opportunity, and that is to utilize the Wasco County Youth Services Program for this work (both juvenile and adult work crews with a full-time supervisor and NWCP&R guidance). It turns out that these services can be provided at a very reasonable cost by Wasco County - currently estimated at approximately \$15,000 for year one (which would include both a restoration and maintenance component), and then approximately \$6,500 per year thereafter.

Exhibit 2

The piece of work that is now left for us to complete is the securing of the annual funding commitment for this maintenance work. We may be so fortunate as to have this commitment in place by the end of this fiscal year. Nonetheless, when that work is completed, we will then need the resources to go forth with the engineering design work, and having those resources available will allow the project to continue forward without a significant gap.

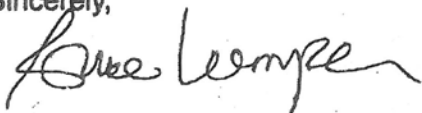
I might add that recent meetings with Matthew Klebes, Assistant to the City Manager, and Steve Harris, the City Planning Director, have brought to the forefront the important issue of designing the Mill Creek Greenway area for more than just a trail, but also to incorporate an overall design for this, essentially, linear parkway bisecting the City of The Dalles. This overall design could include restoration, stream improvements, viewing areas, artwork, benches, lighting, etc.

Having the engineering design funding in place at Urban Renewal will support us in going after the additional grant funding needed to cover that more comprehensive greenway design.

Also, the City's recent decision to include the proposed Mill Creek Trail, Phase I, as a High Priority in their adopted Transportation System Plan Update will also help support the securing of grant funding for additional greenway design work as well as the funding for actual landscaping, restoration and trail construction work when we get to that point.

I want to thank you for your past support of the proposed Mill Creek Trail and encourage your continuing support. This trail, once constructed, will be a fine addition to the walking/biking component of our City of The Dalles Transportation System.

Sincerely,



Bruce Lumper
Vice-President, Riverfront Trail Board
Co-Chair, The Dalles Watershed Council

cc: Dan Durow, President, Riverfront Trail Board
Abbie Forrest, Coordinator, Wasco County Watershed Councils
Scott Baker, Director, Northern Wasco County Parks & Recreation District
Molly Rogers, Director, Wasco County Youth Authority



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MINUTES
COLUMBIA GATEWAY URBAN RENEWAL AGENCY
BUDGET COMMITTEE

Meeting Conducted in a Room in Compliance with ADA Standards

Tuesday, April 19, 2017

5:30 pm

City Hall Council Chambers

313 Court Street

The Dalles, Oregon

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Urban Renewal Manager Steve Harris.

II. ROLL CALL

Present: Daniel Bonham, Matt Herriges, Solea Kabakov, Corliss Marsh, Richard Mays, Leon Surber, Staci Coburn, Taner Elliott, John Fredrick, Steven Howard, Steve Kramer, Darcy Long-Curtiss, Linda Miller, and Chuck Raleigh (arrived at 5:32 p.m.)

Absent: Scott Baker, and John Willer

Staff Present: Urban Renewal Manager and Budget Officer Steve Harris, City Attorney Gene Parker, Finance Director Angie Wilson, Human Resources Director Daniel Hunter, and Assistant to the City Manager Matthew Klebes

III. ELECTION OF OFFICERS

Manager Harris opened nominations for election of Chair and Secretary. Committee Member Elliott motioned to elect Richard Mays as Chair. Committee Member Miller seconded the motion; the motion passed unanimously.

Chair Mays opened nominations for Secretary. Committee Member Kramer motioned to elect Linda Miller as Secretary. The motion was seconded by Committee Member Elliott; the motion passed unanimously.

IV. BUDGET OFFICER'S MESSAGE

Manager Harris reviewed items presented in the Budget Officer's Message, Fiscal Year 2017-2018, Exhibit 1.

Committee Member Howard asked for a definition of "debt servicing." Manager Harris replied that it was repayment of a bond issued in 2009.

V. BUDGET PRESENTATION / DELIBERATIONS

Finance Director Wilson reviewed the overview summary of the proposed FY2017-2018 budget.

Manager Harris reviewed the goals and projects for the coming year presented in the Proposed Budget.

Finance Director Wilson explained the debt service fund in more detail. Wilson stated a one year reserve payment is maintained to continue payments on interest and principal. The interest rate on the bond ranges from two to five percent. The current bond (originated in 2009) restructured an earlier bond and provided reserves for Urban Renewal projects and future debt.

Further clarifications follow:

- The bond was issued for a variety of projects. The City acquired the bond; proceeds were divided between the City and Urban Renewal. Payments are made by each entity for those projects.
- The bond is paid from revenue generated by property taxes.
- The beginning balance on the budget worksheet is the anticipated amount available at the beginning of the year. This amount can be affected by differences in revenues received and expenditures higher or lower than anticipated.
- The Administrative Services budget figure is based historically on services provided to Urban Renewal.
- Currently, Urban Renewal does not have a consultant. This amount is budgeted to allow for an anticipated need.
- The SAL Report is provided by the County Assessor and shows the assessed value and expected revenue for every taxing district.
- The Urban Renewal boundary encompasses the area from the East side at the roundabout, the downtown to 5th Street and portions of 6th Street, the property on the North side of I-84 and continues along West 2nd Street in the industrial area on both sides of I-84.
- Budget items for utilities (water, power, natural gas) are inclusive for the Recreation, Granada Theatre, Blue Building and Tony's. Utilities for the Granada Theatre have been transferred to the new owners.
- Committee Member Elliott asked if Urban Renewal loans or grants had previously been offered as "one time only," stating that some applicants had received multiple grants in the past. Director Hunter replied no. Hunter further stated that to his knowledge, applicants had received multiple grants only for individual projects such as façade improvement or fire suppression.

Chair Mays invited public comments.

Dan Richardson
3515 Crest Court
The Dalles, OR 97058

Mr. Richardson presented a letter written by Bruce Lumper (Exhibit 2). Richardson stated a number of residents expressed interest in a spur trail development along Mill Creek. Previously, Urban Renewal granted \$94,500 for engineering costs contingent on a written maintenance agreement with the NWC Parks and Recreation. Currently, no agreement has been reached; discussions are continuing. Richardson requested the line item be brought forward for the next fiscal year. That line item is in the proposed FY 2017/18 budget.

Committee Member Elliott stated he would like to see this topic presented at an Urban Renewal Agency Board meeting to obtain more detailed information.

The Mill Creek Trail would start at the Northern Wasco County Aquatic Center, West 2nd Street, and continue up to the Senior Center, West 9th Street.

Committee Member Bonham inquired if it was the belief of the Urban Renewal Agency Board that the \$51 million contribution from the private sector would have happened without the Urban Renewal expenditures of \$18 million. He further questioned if the proposed budget was the best use of Urban Renewal funds. Bonham expressed his desire to see an identity for The Dalles with unification and purpose for our vision and our investment.

Manager Harris replied that the community and the Agency would need to decide whether a project was of benefit to the community, and was it worthwhile to use those funds to meet a need and serve as a catalyst for further private development.

Chair Mays asked if the Board would decline a project if a determination was made that the project could be successful without assistance. Manager Harris replied that if a project was considered feasible without Urban Renewal assistance, Staff would recommend the project be denied.

Committee Member Elliott stated his concern with the Sunshine Mill returning to the Board regarding a renegotiation of their loan. Elliott asked at what point we come to a collaboration regarding a time frame for an extension, or if an extension is even possible.

Committee consensus was that this topic be added to a future Urban Renewal Agency Board agenda for consideration.

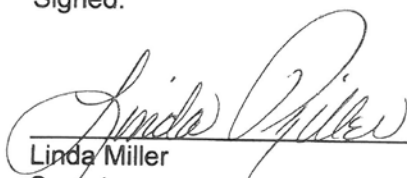
Committee Member Kramer made a motion to recommend the approval of the 2017/18 budget. Committee Member Fredrick seconded the motion; the motion passed unanimously.

VI. ADJOURNMENT

Committee Member Fredrick adjourned the meeting at 6:44 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary

Signed:


Linda Miller
Secretary

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LANDSCAPE ARCHITECTURE & PLANNING

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March 19, 2018

Scott Baker
 Executive Director
 Northern Wasco County Parks & Recreation District
 602 W. 2nd Street
 The Dalles, OR 97058

**RE: NWCPRD Parks & Recreation Master Plan
 ASR1 Thompson Park & Mill Creek Trail
 Planning, Design, and Construction Services**

Dear Scott,

This Additional Services Request (ASR) involves master planning services for the design of conceptual improvements to Thompson Park and planning, design, and construction services for a segment of the proposed Mill Creek Trail extending through Thompson Park.

The proposed Mill Creek Trail has been identified in the City's 2017 Transportation System Plan (TSP) as a priority bicycle and pedestrian facility. As originally envisioned, the proposed Mill Creek off-street bicycle/pedestrian trail would begin at W. 2nd Street (Thompson Park) and follow Mill Creek southerly to the 8th Street terminus. The project has been segmented into two phases: Segment 1 would be from W. 8th Street to the W. 6th Street Bridge. Segment 2 would continue north from W. 6th Street Bridge to W. 2nd Street. Segment 2 has been identified by the District as the priority trail segment, as is occurs within the boundaries of Thompson Park.

This services request specifically involves:

- Master planning for Thompson Park and the selection of a preferred trail alignment in consideration of the location of other future amenities;
- Complete engineering and design work for "Segment 2" of the proposed Mill Creek Trail;
- Contract administration, project management, and landscape architecture design services for the proposed trail project;

Proposed services are described in detail as follows:

PROPOSED SERVICES

Task 1. Thompson Park Master Planning

Gather and review relevant background information such as (but not limited to): jurisdictional requirements including City of The Dalles zoning and development code regulations, District park development standards, and additional planning work by the City and District. Identify

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NWCPRD Parks & Recreation Master Plan
 ASR1 Thompson Park & Mill Creek Trail
 Planning, Design, and Construction Service

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opportunities and constraints within the project area and assess proposed trail alignment connections to adjacent uses. Develop two (2) conceptual design options for the site that detail proposed improvements, trail alignment, building and site relationships, functional relationships, access, and parking. Prepare planning level cost estimates for each design option. Analyze the estimated cost and advantages and disadvantages of each alternative. Conduct initial review of the concepts for consistency with development code requirements to ensure that significant elements of each concept plan can be implemented. Meet with District staff to present and review the design options, code compliance, and cost estimates; and to receive direction on a preferred alternative. Work collaboratively with District staff to refine the design options into a preferred alternative. Prepare a final conceptual design option and cost estimate.

Deliverables:

- General Park Program
- Initial Conceptual Design Options (2)
- Initial Planning Level Cost Estimates (2)
- Draft Code Compliance Summary
- Final Conceptual Design Option
- Final Planning Level Cost Estimate

Meetings:

- (1) Design Options Review Meeting
- (1) Final Option Review Meeting

Task 2. Mill Creek Trail Design

Cameron McCarthy and subconsultant, Tenneson Engineering, will provide planning, design, and construction services for Segment 2 of the Mill Creek Trail extending within Thompson Park as described in **Exhibit 1**. In addition, Cameron McCarthy will provide alignment selection, landscape architecture, and project management services to support Tenneson Engineering and the project.

Deliverables:

- Project Management
- Landscape Architecture Design (plans, details, specifications, and contract documents)

Meetings:

- (4) Design review meetings (via video conference)

COMPENSATION

Fee Schedule

Services will be provided on a lump sum (LS) percentage of completion basis in accordance with the Master Agreement and the following additional services schedule:

▪ Task 1. Thompson Park Master Planning	\$ 12,000
▪ Task 2. Mill Creek Trail Design	\$ 81,500
▪ Total Fees	\$ 93,500

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Reimbursable Expenses

The following expenses are considered reimbursable and will be charged at the rates listed. Reimbursable expenses will be charged at actual cost.

Postage & Delivery	At Cost
Reproductions	At Cost

We propose to provide the above services on a LS basis for a not-to-exceed fee of **\$94,500**. Reimbursable expenses are included in the fee. We anticipate that maximum reimbursable expenses for printing and reproductions will not exceed **\$1000**.

ASSUMPTIONS & EXCLUSIONS

- Our proposal assumes minor revisions may be necessary with each successive stage of work as it progresses. If, however, major revisions are necessary to previously executed and submitted work as the result of a change in area/location of the request, program, budget, or other decisions beyond our control that significantly expand the scope of this proposal we will require the extra work be compensated through an Additional Services Agreement.
- Work on major revisions will not be undertaken as Additional Services until authorization is received.
- Fees for applications will be paid by Owner, or by Cameron McCarthy if authorization to proceed with payment as an additional reimbursable expense is provided in advance.

If this proposal meets your approval, please return a signed agreement to our office and retain a copy for your records. Otherwise, we welcome your feedback in consideration of another approach. We look forward to contributing to a project that is of particular importance to District and The Dalles, and to being part of a team that will make it a success.

Sincerely,



Colin G. McArthur, AICP

EXHIBITS

Exhibit 1. Tenneson Engineering Mill Creek Greenway Trail proposal dated March 19, 2018.

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NWCPRD Parks & Recreation Master Plan
ASR1 Thompson Park & Mill Creek Trail
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In WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written:

CAMERON MCCARTHY
LANDSACPE ARCHITECTURE & PLANNING

NORTHERN WASCO COUNTY
PARKS & RECREATION DISTRICT

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

CAMERON McCARTHY

EXHIBIT 1



3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
FAX (541) 296-6657

March 19, 2018

Via Email Colin@cameronmccarthy.com

Cameron McCarthy Landscape Architecture and Planning
160 East Broadway
Eugene, Oregon 97401

Attention: Colin McArthur, AICP, Principal

Regarding: Mill Creek Greenway Trail

Dear Colin:

The purpose of this letter is to provide Cameron McCarthy with a cost for engineering services including surveying, final engineering, bidding, inspection, construction survey, construction management, and as-built drawings for completion of the Mill Creek Greenway Trail on the Thompson Park property. This trail will run from West Second Street, meandering easterly through the property upstream on Mill Creek, and will terminate at West Sixth Street. Tenneson Engineering Corporation has been completing engineering services similar to this project in The Dalles and surrounding Mid-Columbia region for 65 years. In that time, we have completed numerous public sector projects similar to the Mill Creek Greenway. Primary among these would be the design and contract administration of various segments of The Dalles Riverfront Trail. Additionally, in 2011, we completed conceptual layout of the Mill Creek Greenway through the Thompson Park property. This conceptual work will provide the basis for the final design. The 2011 conceptual layout was based upon a survey of Thompson Park completed by Tenneson Engineering in 2002. Clearly, this predated the current pool and other amenities located on the eastern portion of the property. A new survey will be completed as a part of this design work. This cost proposal assumes that the recently completed improvements will not materially affect the location of the Mill Creek Greenway from West Second westerly to beyond the Mill Creek footbridge. Our services will include the following items:

- **Topographic Survey:** Current topographic mapping will be completed along the eastern portion of the anticipated trail alignment looking for any impacts by the recent site improvements. The new mapping will extend far enough westerly to connect to areas unaltered since the 2010 survey.
- **Civil Engineering Design:** This work will be the development of the final plan set of the Mill Creek Greenway Trail alignment from West Second Street to West Sixth Street. The final design will utilize the 10 foot wide paved trail cross-section as shown on the

Cameron McCarthy Landscape Architecture and Planning
 March 19, 2018
 Page 2

2011 conceptual plan. This work will also include development of the project details, specifications, and contract documents.

- **Bid Period Services:** This work includes letting of the project for public bid, answering questions from contractors during the bid period, attendance at an on-site pre-bid meeting, opening of the bids, and recommendation to the Parks Board for award.
- **Construction Survey:** This item will provide layout of the trail location for the contractor's use in construction.
- **Construction Management and Inspection:** This item provides for on-site resident inspection as needed during the course of construction for the trail, engineer review of contractor pay requests and recommendations for payment, negotiation of change orders, and recommendation for acceptance following completion of the project.
- **As-Builts:** Following completion of this segment of the Mill Creek Greenway Trail, an as-built map set of the completed trail location will be provided to the Owner.

Tenneson Engineering Corporation's cost for this work is \$75,000. We understand that this work will be completed via subcontract from Cameron McCarthy. This cost does not provide any coverage for additional markup or design review services that Cameron McCarthy may provide in addition to those listed above. Additionally, this proposal for civil engineering design services assumes use of Route "A" and possible use of Sub-Routes "C" and "D" at the westerly end of the project. This cost does not cover use of Route "E". This route is the lower route running very near Mill Creek. Additional feasibility analysis of this route is required prior to a firm cost proposal for design of Route "E". We understand that redesign of the pedestrian connection from West Third Place to the new pool is being considered. This cost does not include consideration of this work.

Tenneson Engineering appreciates the opportunity to work with Cameron McCarthy and Northern Wasco County Park & Recreation District on the design and construction of this segment of the Mill Creek Greenway Trail. Should you have any questions related to this work, please feel free to contact me at any time.

Sincerely,

TENNESON ENGINEERING CORPORATION


 Benjamin B. Beseda, P.E., P.L.S.
 President

BBB:kb
 <wo#15178>