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Regular City Council Meeting
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MINUTES

REGULAR COUNCIL MEETING
OF
January 16, 2017
5:30 p.m.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Stephen Lawrence

COUNCIL PRESENT: Russ Brown, Tim McGlothlin, Taner Elliott, Linda Miller, Dan Spatz

INCOMING COUNCIL PRESENT: Darcy Long-Curtiss

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Julie Krueger, City Attorney Gene Parker, City Clerk Izetta Grossman, Finance Director Kate Mast, Public Works Director Dave Anderson, Police Chief Patrick Ashmore, Human Resource Director Daniel Hunter

CALL TO ORDER

The meeting was called to order by Mayor Lawrence at 5:30 p.m.

ROLL CALL

Roll call was conducted by City Clerk Grossman, all Councilors present.

PLEDGE OF ALLEGIANCE

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

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OATH OF OFFICE

City Clerk Grossman administered the Oath of Office to Councilors Linda Miller, Taner Elliott, Darcy Long-Curtiss, and Mayor Stephen Lawrence. The new City Council was seated at the dais.

APPROVAL OF AGENDA

It was moved by Miller and seconded by Elliott to approve the agenda as presented. The motion carried unanimously.

PRESENTATIONS/PROCLAMATIONS

Mayor Lawrence presented outgoing Councilor Dan Spatz with a Certificate of Recognition and one of the antique chairs from the Council Chamber. Mayor Lawrence thanked him for his service.

Spatz thanked Mayor Lawrence and the Council and said it was an honor to serve.

CITY MANAGER REPORT

City Manager Julie Krueger reported that City Clerk Grossman had completed the January City newsletter. She thanked Grossman for her work.

Krueger said there had been an Emergency Operation Center meeting, and asked Public Works Director Anderson and Sgt. Nelson to report on the meeting. Anderson said it had been a good meeting. He said they discussed readiness for potential flooding, and long term I-84 closures. He said the truck stacking had worked well during the last weather event.

Anderson said Public Works had 4500 sand bags on hand. He said in 1996, 2000 sand bags had been used.

Nelson said he and Anderson were on the alert list and that he would forward press releases to City Clerk Grossman for posting on the City website and the City Facebook page.

CITY ATTORNEY REPORT

City Attorney Gene Parker reported the deed to Fort Rock was nearing finalization.

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He reported that due to the ice storm he thought the bid opening for the Airport Flex Space would be delayed.

Elliott asked if bidders could submit via email. Parker said the City's rules required sealed bid, and those rules would be reviewed.

Parker said ZAYO, a telecomm company, had contacted him regarding a franchise agreement.

He said it appeared they want to go from west to east through town. He said it may have an effect on QLife.

Parker reported he and Planning Director Harris were working on language regarding the 1000 foot separation of marijuana facilities, and expected to have something back to Council in March or April.

In response to a question, Parker said he believed that Mr. Brock had received an OLCC license for the Second Street facility, but had not received his license from OLCC for the Sixth Street property. He said he hoped the rules weren't changed in the next legislative session.

CITY COUNCIL REPORTS

Councilor Long-Curtiss said she had attended the Budget Committee Work Session.

Councilor McGlothlin read his written report. See attached.

Councilor Elliott said he attended the Budget meeting. Elliott asked for a brief discussion regarding the late opening and early closing of City Offices.

Councilor Brown said he understood sending staff home for their safety, but questioned the fiscal responsibility of late openings and all day closures. He said he felt it cost the City money.

Mayor Lawrence said the decision was an administrative decision, not the responsibility of the Council. He said employee safety was important.

Councilor Miller said it was the City Manager's responsibility, as a safety issue.

Councilor Long-Curtiss said she was in support of the closures. She said many businesses were closing due to weather. She said she felt it was important not to become penny wise and pound foolish.

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Councilor McGlothlin said he was in support, as safety was a primary concern.

Councilor Elliott thanked the rest of the Council for their input.

Selection of Council President

It was moved by Miller and seconded by Brown to select Timothy McGlothlin to serve as Council President. The motion carried, McGlothlin not voting.

Assignment of City Councilors to Various Committees and Boards

It was moved by Brown and seconded by Elliot to accept the Council assignments as proposed. The motion carried unanimously.

Budget Committee, all Councilors serve
Columbia Gorge Regional Airport Board, Tim McGlothlin
Sister City Board, Linda Miller
Historic Landmarks, Tim McGlothlin
Traffic Safety, Russ Brown
Urban Renewal Agency, Linda Miller, Darcy Long-Curtiss, Taner Elliott
QLife Board, Taner Elliott, Darcy Long-Curtiss
Mid Columbia Council of Governments, Steve Lawrence
Community Outreach Team, Steve Lawrence

CONSENT AGENDA

It was moved by Elliott and seconded by Brown to approve the Consent Agenda as presented. The motion carried unanimously.

Items approved by Consent Agenda were: 1) Approval of December 12, 2016 Regular City Council Meeting Minutes. 2) Approval of Resolution No. 17-003 Concurring with the Mayor's Appointments to Various Committees.

CONTRACT REVIEW BOARD ACTIONS

Authorization to Expend Funds for the Installation and Start up of New Pumps and Control System for the Boat Basin Lift Station

Public Works Director Anderson reviewed the staff report.

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It was moved by Miller and seconded by Long-Curtiss to authorize the expenditure of funds to Bateson Enterprises for the installation and start up of new pumps and control system for the Boat Basin Lift Station in an amount not to exceed \$54,000. The motion carried unanimously.

ACTION ITEMS

Approval of General Ordinance No. 17-1350, Amending Certain Provisions of General Ordinance No. 12-1317 Regulating the Conduct of Secondhand Dealers

City Attorney Parker reviewed the staff report.

City Clerk Grossman read the Ordinance by title only.

It was moved by McGlothlin and seconded by Elliott to approve General Ordinance No. 17-1350, Amending Certain Provisions of General Ordinance No. 12-1317 Regulating the Conduct of Secondhand Dealers by title only. The motion carried unanimously.

Approval of General Ordinance No. 17-1351, establishing regulations for Sanitary Sewer Pretreatment, and repealing General Ordinance No. 08-1292

City Attorney Parker said some of the updates were housekeeping in nature, and that it was cleaner to repeal General Ordinance No. 08-1292, and replace it with the new version.

Public Works Director Dave Anderson reviewed the staff report.

Councilor Elliott asked how big does the City need to be to justify a staff person to handle the pretreatment functions.

Anderson said CH2M did the quarterly inspection and the Wastewater Collection Division cleaned the pipes. He also said the Regulation Manager at Public Works was involved in the process.

City Clerk Grossman read the Ordinance by title only.

It was moved by Elliott and seconded by Miller to approve General Ordinance No. 17-1351, establishing regulations for Sanitary Sewer Pretreatment, and repealing General Ordinance No. 08-1292 by title only. The motion carried unanimously.

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Approval of Updated Snow Response Policy that includes Recently Accepted Roads from the County and Updates Resources and Priorities

Public Works Director Anderson reviewed the staff report, and handed out a map that showed the snow routes. He said the plan calls for 10 inches of snow downtown before plowing. He said they had been working around the clock in 12 hour shifts.

In response to a question Anderson said snow had been moved to below the pool, in an area that had been used for staging during the construction of the new pool, and at the Wasco County yard at 10th Street.

Anderson said there had been some lessons learned during the snow event. He said one was to have upfront conversations with snow removal providers making it clear they were not to put snow from parking lots into the streets.

Councilor Brown said all the sidewalks weren't being shoveled. City Manager Krueger said Codes Enforcement had contracted the owners and the issue had been handled.

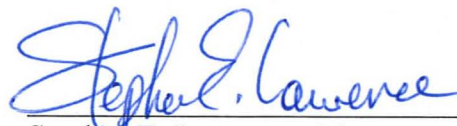
It was the consensus of Council that this item was administrative in nature and did not need to come before them for approval. City Manager Krueger said that if substantial changes were made Council would be informed.

ADJOURNMENT

Being no further business, the meeting adjourned at 6:40 p.m.

Submitted by/
Izetta Grossman
City Clerk

SIGNED:


Stephen E. Lawrence, Mayor

ATTEST:


Izetta Grossman, City Clerk

Council Report 1/16/201 - *Tim McGlothlin*

Airport

The regional airport is working hard to clear the runways of snow in order to keep flights scheduled...especially Life Flight.

Progress on flex hanger which include an new home for Life Flight aircraft is moving forward.

Homeless

I received a special request for a larger boot size than the center had available. A message was posted on "You know you are from The Dalles if... and within minutes, generous people living in our city responded. Not only boots, but clothing and other items have been filling the shelves. Thank you.

Public Works

Many times, our best efforts go unnoticed. I would like to commend the efforts of our city road department and all of those support staff that go the extra mile to ensure that our streets are safe and passable for all motorists. Having I84 closed and hundreds of trucks lined up along every nook and cranny probably didn't help, but I for one think staff has done a wonderful job.

Police Department

Citizens are quick to notice when things go bad, but the good things happen, we sometime fail to celebrate. Taking time to work with a family in need which was above the call of duty as a police officer. Officer Joe Lick is recognized as a patrolman that serves as a role model and a positive representative of our police force. Kudos to Officer Lick

City of The Dalles Meeting Dates and Locations:

We encourage citizens to attend meetings. All meetings are open to the public. Updates and cancellations can be found on the City’s website.

City Council – Council Chamber 5:30 p.m. meets second and fourth Monday of each month, with the exception of holidays. Generally does not meet in August

Urban Renewal Agency – Council Chamber 5:30 p.m. third Tuesday of each month as needed

Airport Board – Airport 7 a.m. 3rd Friday of each month

Library Board – Location varies 4 p.m. 2nd Thursday

City Budget Committee – Council Chamber as needed and generally the first week of May

Urban Renewal Budget – Council Chamber generally first week of May

Museum Commission – Joint commission with Wasco County at PUD first Tuesday 7:30 p.m.

Historic Landmarks - Council Chamber 4 p.m. 4th Wednesday

Planning commission – Council Chamber 6 p.m. 1st and 3rd Thursday

CONTACT INFORMATION

Please email or call anytime - we are happy to discuss your questions or concerns

CITY STAFF

City Manager Julie Krueger: jkrueger@ci.the-dalles.or.us 541-296-5481 ext. 1118

City Attorney Gene Parker: gparker@ci.the-dalles.or.us 541-296-5481 ext. 1123

Finance Director Kate Mast: kmast@ci.the-dalles.or.us 541-296-5481 ext. 1113

Human Resources Director: dhunter@ci.the-dalles.or.us. 541-296-5481 ext. 4448

Planning Director Steve Harris: sharris@ci.the-dalles.or.us 541-296-5481 ext. 1151

Police Chief Patrick Ashmore: pashmore@ci.the-dalles.or.us 541-298-8023

Public Works Director Dave Anderson: danderson@ci.the-dalles.or.us 541-296-5481 ext. 2008

District Librarian Jeff Wavrunek: jwavrunek@ci.the-dalles.or.us 541-296-5481 ext. 3000

City Clerk Izetta Grossman: igrossman@ci.the-dalles.or.us 541-296-5481 ext. 1119

Assist. to City Manager Matthew Klebes: mklebes@ci.the-dalles.or.us 541-296-5481 ext 1150

ELECTED OFFICIALS

Mayor Steve Lawrence: selawrence1963@gmail.com 503-807-0724

Councilor at Large Taner Elliot: tanerelliott@gmail.com 541-993-8896

Councilor Position #1 Timothy McGlothlin: timothymcglathlin@gmail.com 541-980-4051

Councilor Position #2 Darcy Long-Curtiss: dlong-curtiss@ci.the-dalles.or.us 541-980-7184

Councilor Position #3 Russ Brown: russlbrown44@gmail.com 541-980-1845

Councilor Position #4 Linda Miller caelmillercc@yahoo.com 541-980-2714

City Of The Dalles 313 Court Street The Dalles, OR 97058 www.thedalles.org



The City Of The Dalles

January 2017

INTRODUCING:

Our new **City Councilor Darcy Long-Curtiss**. Darcy was raised in The Dalles and graduated from The Dalles High School prior to attending Willamette University to study political science and international studies. She has been married to her high school sweetheart, Daniel Curtiss, for 24 years and has two sons, ages 19 and 16. Darcy is an independent financial advisor and owns Empower Financial, serving clients in Oregon, Washington and California. She has been a long-time advocate for children and adults with mental health issues and respite care for families with special needs children. Her current volunteer interests include The Original Wasco County Courthouse and the Arc of the Mid-Columbia. She is a past board member of YouthThink, Wasco County Prevention & Treatment Advisory Board, Mid-Columbia Child & Family Center, The Dalles Sister Cities Association and the Yamhill County Commission on Children & Families.



Darcy can be reached at Dlong-curtiss@ci.the-dalles.or.us

Our new **Assistant to the City Manager Matthew Klebes**. Matthew will be working on a variety of projects related to community and economic development. Previously, he was the Executive Director of The Dalles Main Street Program which is a 501(c)3 nonprofit that utilizes the National 4-Point Approach to preserve and revitalize our Historic Downtown. His wife, Krystal, also recently accepted a new job at the Community School. They have recently purchased a house here in The Dalles and adopted a lovely but rambunctious puppy named Moose from Home At Last. Matthew was born in New Mexico, raised in New Hampshire, and went to school in Maine where he met Krystal. He has a Bachelor’s degree in Political Science and a Master’s degree in Public Policy and Management, where he focused on community and downtown revitalization. Both he and his wife served as United States Peace Corps Volunteers in the Philippines from 2010-2012. While there Matthew worked with Children in Conflict with the Law and Krystal worked at the local college teaching English. They are both very happy and excited to be working throughout the community and to call The Dalles home.



Matthew can be reached at mklebes@ci.the-dalles.or.us or 541-296-5481 Ext 1150

MAYOR’S MINUTE: By: Mayor Steve Lawrence

2017 looks promising for The Dalles and the Columbia River Gorge. We will see phases 1 and 2 of the Waste Water Treatment Plant completed, a new Life Flight hanger at the airport, completion of the Mitchell Point bike trail and a new structure for Urban Renewal Board.

These are projects underway; however, planning for the future will be the most exciting. With completion of the transportation, housing and parking studies, we can address how The Dalles will grow and become economically stronger. Google is building its third development, a new building owner is looking to put condominiums in downtown and cruise ships are booked through November, 2018 already.

More businesses are coming to The Dalles, including one or more new hotels, tourism is rapidly growing and the city is budgeting its needs within the assets available without having to raise fees or taxes. Celebrate a renewed downtown and a bright outlook as we welcome 2017.

City Hall
313 Court Street
541-296-5481

Police Department
401 Court Street
541-296-2613
Facebook page:
City of The Dalles
Police Department

Public Works
1215 West First
541-296-5401

The Dalles/Wasco
County Library
722 Court Street
541-296-2815
Library Facebook
Page: The Dalles
Wasco County
Library

City Website:
www.thedalles.org

City Facebook page:
City of The Dalles—
City Hall

BUDGET PROCESS — by Finance Director Kate Mast

The City of The Dalles will be gearing up for their annual Budget Process soon. Oregon’s Local Budget Law establishes the procedures we must follow in order to provide minimum requirements for the information provided, encourage citizen involvement, and control expenditures of public funds. If a local government entity does not comply with Local Budget Law, that entity may not lawfully expend money or certify property taxes to the County Assessor per ORS 294.338.

The first thing that must be done is to designate a Budget Officer, who is responsible for the preparation and delivery of a balanced proposed budget and a comprehensive Budget Message to the Budget Committee. The City of The Dalles City Charter designates the City Manager to be the Budget Officer, so Julie Krueger is currently our Budget Officer.

Local Budget Law requires a Budget Committee be formed that is made up of the governing body and an equal number of appointed citizens. Since the Mayor is not a voting member of the City Council, the Mayor is not considered a part of the City’s Budget Committee. That means that there are five Councilors and five citizen members on the City’s Budget Committee. Employees or agents of the City may not serve as appointed citizen members of the committee. Appointed citizen members of the Committee must be residents and registered voters within the City limits.

It all starts in December when a Budget Calendar is prepared that gives staff deadlines for certain tasks to be completed, dates when public notices must be published, and meeting dates. At this point the schedule is somewhat tentative, but currently key dates for the 2017 budget process are as follows:

- January 1 – March 3, 2017** – Departments estimate current year revenue and expenditures to determine ending fund balances which will be the new year’s Beginning Fund Balances. Also develop estimates for the next year’s budgets. Both must be submitted to Finance by February 17, 2016. Finance works with Department Managers on any issues and assembles first draft of proposed City budget to be submitted to Budget Officer/City Manager
- January 11, 2017** – Budget Committee Workshop – Budget Process Orientation
- January 18, 2017** – City Council Goal Setting Workshop
- March 5 – 22, 2017** – City Manager review and discussion with Department Managers
- March 27 – April 7, 2017** – City Manager & Finance Director finalize proposed budget
- April 16, 2017** – Publish First Notice of Budget Committee Meeting
- April 17, 2017** – Post Second Notice of Budget Committee Meeting on City Website; distribute Proposed Budget Books to Budget Committee members; provide copy for citizen review to City Manager’s office
- May 1 – 5, 2017** – Budget Committee Meetings – continued each night until budget is approved.
- May 28, 2017** – Publish Notice of Budget Hearing and required forms for approved budget summaries.
- June 12, 2017** – Public Hearing on Approved Budget before City Council. If no changes requiring a second Public Hearing, Council may adopt the approved budget. If changes are large enough to trigger a required second Public Hearing, this will take place and the budget adopted on June 26, 2016

A balanced budget must be adopted by the governing body by June 30, 2016 or the government cannot legally operate on July 1. During the process of developing the budget each year, Staff provides Budget Information Papers (BIPs) discussing specific issues related to the development of the budget. The BIPs provide explanations of policies and how they have been used, unique aspects of the budget, lists of general five year Capital Improvement Plans, significant changes in the proposed budget, and new items that were requested by the Department Managers. Over the years, these have proven to be very helpful to our Budget Committee members in understanding the proposed budget.

We had a Budget Committee Workshop/Orientation on Wednesday, January 11, and the annual City Council Goal Setting Workshop will be on Wednesday, January 18. The Budget Committee Workshop is strictly to provide orientation for new Budget Committee members and to discuss items such as current fiscal year status and whether current year fiscal policies should be revised. Any discussion by the Budget Committee of the budget for the next fiscal year prior to the formal Budget Committee Meeting on May 1, 2017 would be a violation of Oregon Local Budget Law.

The Budget Committee Workshop and the City Council Goal Setting Workshop, both provide guidance to staff as they prepare their budgets for the next fiscal year. Both these workshops are public meetings and are open to the public. However, it is up to the Budget Committee and City Council as to whether or not they will take any public comment at these workshops.

Oregon Local Budget Law requires that a time be scheduled at some point during the formal Budget Committee Meetings for Public Comment. The City of The Dalles normally places a Public Hearing on the Budget Committee agenda to comply with this requirement.

However, please note that citizens can and should ask questions and discuss issues with their City Councilors as they arise so that the Council is aware of such issues that could affect the fiscal policies and goals of the City in preparing the upcoming budgets. In addition, the Council considers some contributions (grants) for certain programs with non-profit partners that benefit the community each year. The open period for applications for these City Non-Profit Small Grants is January 1 -31 each year. The information and application form can be found under “Hot Topics” on the City’s website home page. It is necessary that the City receive these requests during January so they can be considered and, if approved, included in the proposed budget.

The City’s budget process shouldn’t be a mystery to our citizens. If you have any questions, please contact Kate in the Finance Department at kmast@ci.the-dalles.or.us.

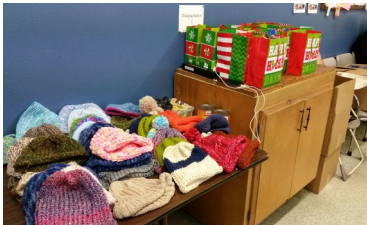
City of The Dalles Employees Pay It Forward Project

The City employees are involved in many non-profit activities through out the community. We have employees volunteering at Senior Center, Warming Place, at their churches in a variety of ways, National Alliance on Mental Health facilitation, Gorge Winds Concert Band, Community Meals, Babe Ruth Baseball, Junior Baseball, Little League, Youth Football, Sister City Program, Sonrise Academy, Fix It For Him, AYSO, Fit in Wasco County, Mainstreet, Girls Softball Board, The Dalles High School Senior Parents Committee, and Home At Last to name a few.

In September we collected food for the Kiwanis Backpack Program that works with other non-profits providing weekend food for students in our community. In November we had a float in the Starlight Parade, winning first place. In December we created our first ever tree for the Festival of Trees. Our tree was created by a team of City employees through donations. On December 18, the Management Team served a meal at

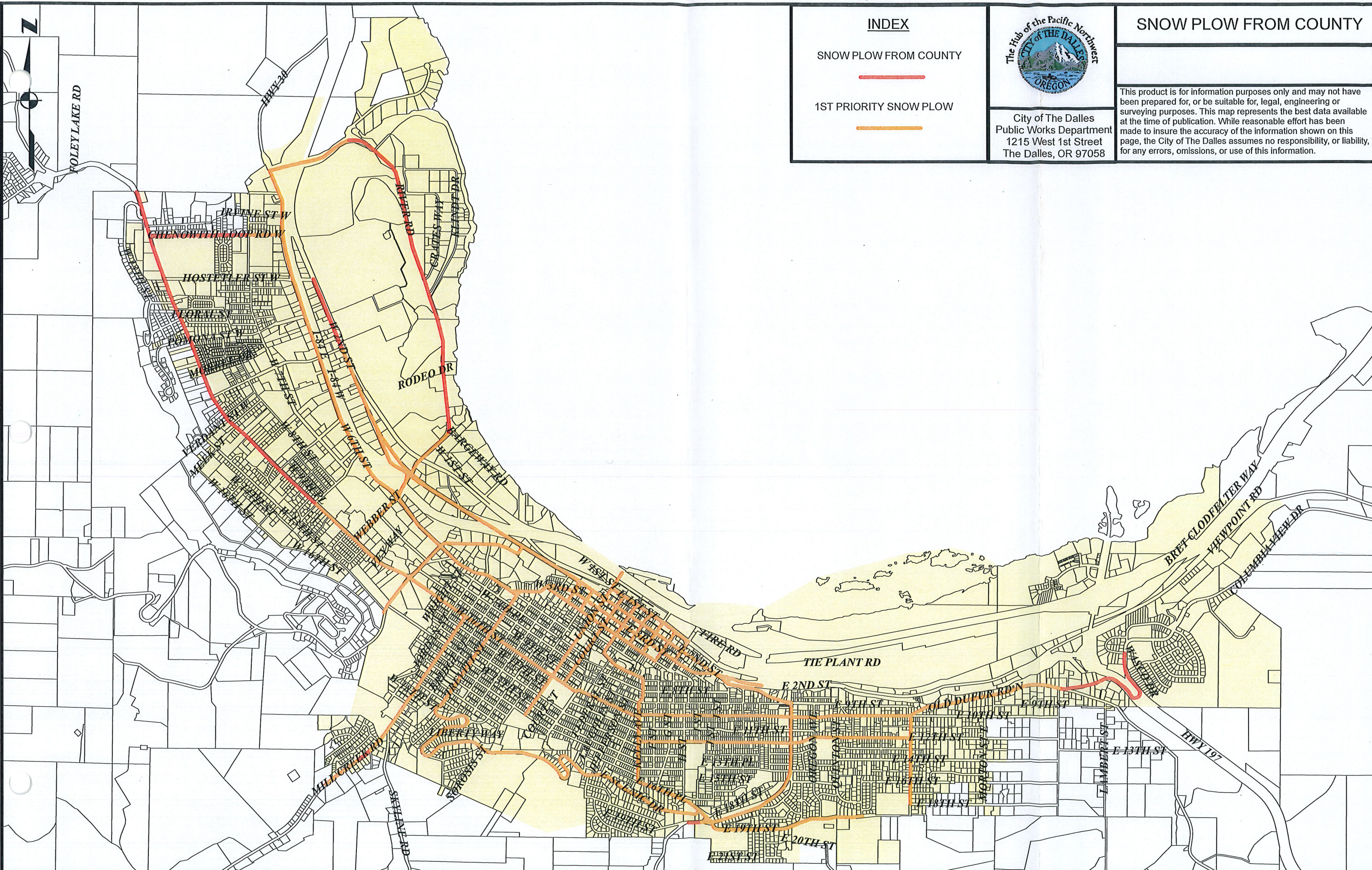
Community Meals, and donated handmade hats and bags of goodies for each person.

We encourage everyone to get involved. It really does matter.



COUNCILOR CORNER—By Timothy McGlothlin

A new system has been installed in The Dalles City Council Chambers to assist those wearing hearing aids, giving them the ability to receive amplified sound direct to each individual hearing device. For those that don't wear a hearing aid, but have a hard time hearing the proceedings, headphones with a receiver can be checked out prior to the start of the council meeting to also improve hearing. Audio Loops take amplified sounds and sends the signal using an electromagnetic t-coil directly to hearing aids or hearing receivers. When a person wearing a hearing devices enters the room, the hearing aids will automatically begin receiving the data.



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SNOW PLOW FROM COUNTY



1ST PRIORITY SNOW PLOW



City of The Dalles
Public Works Department
1215 West 1st Street
The Dalles, OR 97058

SNOW PLOW FROM COUNTY

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