

## **MINUTES**

REGULAR COUNCIL MEETING  
OF  
JUNE 13, 2011  
5:30 P.M.  
CITY HALL COUNCIL CHAMBER  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Mayor Jim Wilcox

**COUNCIL PRESENT:** Bill Dick, Carolyn Wood, Dan Spatz, Brian Ahier, Tim McGlothlin

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Public Works Director Dave Anderson, Community Development Director Dan Durow, Senior Planner Dick Gassman, Police Chief Jay Waterbury, Administrative Intern Will Norris, Librarian Sheila Dooley, Finance Director Kate Mast, RARE Planner Thomas Gilbertson

### **CALL TO ORDER**

Mayor Wilcox called the meeting to order at 5:32 p.m.

### **ROLL CALL**

Roll call was conducted by City Clerk Krueger; Dick and Wood absent.

### **PLEDGE OF ALLEGIANCE**

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

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**Councilor Dick in attendance at 5:33 p.m.**

### **APPROVAL OF AGENDA**

It was moved by McGlothlin and seconded by Ahier to approve the agenda as amended, by adding approval of an OLCC application and increasing the number of surplus telephones from four to six on the Consent Agenda and adding a Proclamation for National Skateboard Day. The motion carried unanimously, Wood absent.

### **PRESENTATIONS/PROCLAMATIONS**

#### **National Guard Employer Support**

Mayor Wilcox said he had received a Certificate from the National Guard and Reserves, recognizing the City for their support of employing the National Guard and Reserves.

#### **National Skateboarding Day**

Mayor Wilcox read a Proclamation, declaring June 21, 2011 as National Skateboarding Day.

**Councilor Wood in attendance at 5:35 p.m.**

Northern Wasco County Parks and Recreation District Director Scott Green accepted the Proclamation and thanked the City for their support of new skate park. He said they were still working to complete landscaping, signage and parking, but that the park was already being heavily used.

### **AUDIENCE PARTICIPATION**

None.

### **CITY MANAGER REPORT**

None.

### **CITY ATTORNEY REPORT**

City Attorney Parker said he would be in Portland on Friday to conclude depositions in a lawsuit. Parker said he had researched a previous Council decision to direct staff to pick up yard sale signs on Mondays and wanted to reiterate that decision. He said the Planning Commission had

recently discussed the issue of real estate signs in rights of way and they would be recommending that no signs be allowed in rights of way.

### **CITY COUNCIL REPORTS**

Councilor Ahier reported that the Council of Governments Senior Advisors Committee was currently working on some policies and recommendations regarding the continuation of senior programs, including Meals on Wheels, in the event the programs lose their current funding sources.

Mayor Wilcox said he had attended a meeting with several Columbia Gorge Mayors to meet the new CEO of Insitu Corporation. He said while a decision regarding the location of their new facility had not been made, the CEO did say it would be located in the Gorge. Wilcox reported a plane, based at our airport, had crashed over the weekend. He said the Council had conducted performance evaluations for the City Manager, City Attorney and Municipal Judge last week.

Mayor Wilcox congratulated Payroll Clerk Janet Bloom for completion of her Associates degree.

### **CONSENT AGENDA**

It was moved by Wood and seconded by Spatz to approve the Consent Agenda as amended. The motion carried unanimously.

Items approved by Consent Agenda were: 1) approval of May 23, 2011 regular City Council meeting minutes; 2) Resolution No. 11-019 concurring with the Mayor's appointment of Mike Kilkenny to the Traffic Safety Commission; 3) approval to declare library telephones as surplus property and donate to Home at Last Humane Society; 4) approval to declare Police Department equipment as surplus property; 5) Resolution No. 11-017 continuing the use of Public Works Reserve Fund, Street/Bridge Replacement Fund, Unemployment Fund, Water Special reserve Fund, Sewer special Reserve Fund and Sewer Plant Construction Debt Service Reserve Fund; and 6) authorization for City Clerk to endorse an OLCC application for a winery for Maison de Glace.

### **PUBLIC HEARINGS**

#### **Public Hearing to Receive Testimony Regarding Proposed Uses of State Revenue Sharing**

Mayor Wilcox congratulated Finance Director Kate Mast for receiving a Certificate of Achievement for the 2010 Comprehensive Annual Financial Report.

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Mayor Wilcox reviewed the procedures to be followed for the public hearing.

The staff report was reviewed by Finance Director Kate Mast.

#### Testimony

No testimony was provided.

#### Resolution No. 11-015 Declaring the City's Intention to Receive State Revenue

It was moved by Ahier and seconded by Wood to adopt Resolution No. 11-015 declaring the City's intention to receive State revenue. The motion carried unanimously.

#### Public Hearing to Receive Testimony Regarding the Fiscal Year 2011-12 Budget and Changes Proposed by Staff

Mayor Wilcox reviewed the procedures to be followed for the public hearing.

Finance Director Mast reviewed the staff report. She provided some additional proposed changes regarding expectations in the Special Grants and General Funds. Mast noted an additional hearing would be required at the next meeting to address a change to the Street and Bridge Replacement Fund that would exceed the change limit of \$5,000 or 10%.

#### Testimony

No testimony was presented.

#### Council Deliberation

Mayor Wilcox said the City was fortunate to have a dedicated staff and Budget Committee and commended them all for their work on the budget.

It was moved by Ahier and seconded by Wood to approve the proposed changes to the budget approved by the Budget Committee that were within the \$5,000 or 10% limit as described in staff reports dated May 27, June 9, and June 13, 2011, to the General Fund, Street Fund, Water Reserve Fund, Wastewater Fund, Sewer Special Reserve Fund, State Office Building Fund, and Capital Projects Fund; and to hold a public hearing on June 27, 2011 on the proposed change to the Street and Bridge Replacement Fund that exceeds that limit.

Wilcox clarified that the City Council budget did not include funding for the Confluence Project or the Tradition in Compassion sponsorship. City Manager Young said the Council could consider the projects at a later time if they wished to, but there had been consensus to not add any additional programs this year.

Wilcox said he did not support the \$25,000 contribution toward the Discovery Center debt service, especially since the City recently had to pay \$28,000 in sewer line repairs for the line that was used by the Discovery Center. He said the City would have additional costs in maintaining that infrastructure and should not have to pay additional money to the County.

The motion to approve the proposed changes to the budget approved by the Budget Committee that were within the \$5,000 or 10% limit as described in staff reports dated May 27, June 9, and June 13, 2011, to the General Fund, Street Fund, Water Reserve Fund, Wastewater Fund, Sewer Special Reserve Fund, State Office Building Fund, and Capital Projects Fund; and to hold a public hearing on June 27, 2011 on the proposed change to the Street and Bridge Replacement Fund that exceeds that limit was voted on and carried unanimously.

Public Hearing to Receive Testimony Regarding Proposed Vacation of a Portion of Terrace Drive and East Terrace Drive

Mayor Wilcox reviewed the procedures to be followed for the hearing.

Senior Planner Dick Gassman reviewed the staff report.

Councilor Dick declared a conflict of interest as a representative of the estate of Mr. Mayfield and said he would not participate in the issue.

Testimony

No testimony was provided.

Council Deliberation

It was moved by Wood and seconded by Spatz to approve the requested partial street vacation for a portion of Terrace Drive and a portion of East Terrace Drive, based on the findings of staff and City Council, and direct staff to prepare an ordinance for adoption at a future meeting, completing the vacation process. The motion carried unanimously, Dick abstaining.

### **CONTRACT REVIEW BOARD ACTIONS**

#### **Award Contract for Fire Fuels Reduction Project Within The Dalles Municipal Watershed**

Public Works Director Dave Anderson reviewed the staff report.

Councilor Spatz said he was pleased to read the trees would be used in a different manner and not be burned.

In response to a question, Public Works Director Anderson said there were approximately 22,000 acres of land in the watershed, with the City owning about 6,000 acres. He said the City had done a good job over the years of managing its land with a timber management program and it was in better condition with regard to fire fuels than the other acreage. Anderson said the City continued to work with the US Forest Service to reduce the risk of wild fires.

Anderson said this project would be located in areas below Crow Creek Dam.

It was moved by Spatz and seconded by Wood to authorize the City Manager to enter into contract with Dodge Logging, Inc. in the amount of \$193,769 for the Watershed Forest Fire Fuels Reduction Project. The motion carried unanimously.

#### **Authorization for Purchase of a Used Radio Based Drive By Automated Meter Reading (AMR) System for the City's Water Meters**

Public Works Director Anderson reviewed the staff report. He said this system would free up a lot of staff time which could be used to address a backlog of projects.

Water Distribution Manager Ray Johnson said the price to purchase a fixed system would be approximately \$1.5 million. He said the batteries for the proposed system had a 20 year warranty and the system would be installed by current staff over a one year period.

Councilor Ahier questioned whether there would be enough money in the budget to paint Sorosis Reservoir if the money was used to purchase the meter system. Public Works Director Anderson he couldn't guarantee there would be enough money for the reservoir painting.

It was moved by Wood and seconded by McGlothlin to authorize the purchase of 4,300 used AMR radios from Roats Water District in the amount of \$103,200; 520 new radios; a mobile reading system; and a maintenance agreement for \$51,850; and wire splice kits for \$9,688. The motion carried unanimously.

**ACTION ITEMS**

Approval of Renewal of Insurance for Property, Liability and Worker's Compensation for the 2011-12 Fiscal Year

The staff report was reviewed by Insurance Agent of Record Jerry Frazier. He recommended keeping CCIS for property and liability insurance and SAIF for worker's compensation.

It was moved by Ahier and seconded by Spatz to approve the renewal of the City's insurance coverage as recommended. The motion carried unanimously.

Resolution No. 11-018 Adopting Fiscal Management Policies for the City of The Dalles

Finance Director Mast reviewed the staff report.

Mayor Wilcox said on page 4, Section 3, F, 1, contained the word "shall" and questioned if it should be changed to "strive" so it matched the language in Section 3, G. He said the purchasing authority levels listed in Section 5, B were in conflict. Finance Director Mast said the purchasing authority listed in Section 5, B, 1, should be from zero to \$1,000, not \$5,000. She said the corrections would be made as proposed.

It was moved by McGlothlin and seconded by Dick to adopt Resolution No. 11-018 adopting fiscal management policies for the City of The Dalles as amended. The motion carried unanimously.

Approval of Agreement with Northern Wasco County PUD for Use of Utility Poles for Downtown WiFi Project

City Attorney Parker reviewed the staff report. He said the City was waiting to hear back from the PUD regarding the amount of insurance required and said the pole fee was \$30, not the \$75 amount listed. Parker said he expected the actual expenditures would be approximately \$2,240.

Councilor McGlothlin asked when the project would be completed. City Manager Young said it was expected to be completed mid-summer. Young said there would be between 30 and 40 units, with 18 being placed on utility poles.

It was moved by Wood and seconded by Spatz to authorize the City Manager to execute the agreement with the Northern Wasco County PUD for installation of equipment for the downtown high speed wireless system. The motion carried unanimously.

Approval of Exempt Employee Compensation Package for Fiscal Year 2011-12

City Manager Young reviewed the staff report.

Mayor Wilcox said he would wanted to revisit some of the Department Manager salaries in the near future, saying they should not all be the same because the duties were very different, especially for the Police Chief and Public Works Director.

Councilor Ahier agreed, saying those two position provided vital services to the City. Spatz also agreed with the proposal to review some of the salaries. It was agreed to discuss the matter at a future meeting.

Wilcox said he had researched some salaries in the private sector and found that while they were paid well, they were far below the salaries of public employees and often did not include health benefits and retirement benefits.

Councilor Ahier said he favored alternative 3, to provide a 1% cost of living adjustment effective July 1, for the exempt employees.

City Manager Young discussed the proposal to increase the number of hours employees could transfer to VEBA accounts.

It was moved by Ahier and seconded by Spatz to reclassify the Development Inspector position as recommended. The motion carried unanimously.

It was moved by Dick and seconded by Spatz to continue the current share in the insurance premiums and approve the proposed amendment to the VEBA contributions as recommended. The motion carried unanimously.

It was moved by Dick and seconded by Spatz to continue the current share in the insurance premiums and approve the proposed amendment to the VEBA contributions for the City Manager and City Attorney. The motion carried unanimously.

It was moved by Spatz and seconded by Dick to approve a 1% cost of living adjustment for the exempt employees, effective January 1, 2012.

Councilor Ahier said he favored granting the cost of living adjustment effective July 1, 2011. He said this was a one year proposal, compared to the bargaining unit's three year contract.



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The motion to approve a 1% cost of living adjustment for the exempt employees, effective January 1, 2012 was voted on and carried; Ahier voting no.

Resolution No. 11-020 Implementing GASB 54 by Committing the Ending Fund Balances of the Special Assessments Fund and Capital Improvement Fund to Specific Purposes

Finance Director Mast reviewed the staff report.

It was moved by Ahier and seconded by Spatz to adopt Resolution No. 11-020 implementing GASB 54 by committing the ending fund balances of the Special Assessments Fund and Capital Improvement Fund to specific purposes. The motion carried unanimously.

**DISCUSSION ITEMS**

Discussion Regarding Oregon Main Street Program Participation

City Manager Young reviewed the staff report. He explained the need to provide long term work on the Main Street Program, while continuing to focus on the volunteer efforts needed to carry the program forward. Young said the plan was to have the full-time intern work 50% on Main Street Program, focusing on developing a work plan for the legal and organizational structures, a financial plan, fundraising, and outreach.

Councilor Spatz said he strongly supported the program and said he felt it needed full time attention for the first six months. Young said it was important to continue to be a volunteer driven program and that the City had not been providing full time staff, with the current employee dividing his time between two large projects.

Councilor Ahier said he supported the City Manager's plan.

Mary Merrill, Small Business Development Center, said she had been involved in the Program for two years and expressed concern about bringing a new staff person to the project at this time. She said Thomas Gilbertson had been great to work with and that she feared the program would fall apart without him continuing to work on it.

City Manager Young said the intern tasks were not designed for specific people, though the program was intended to help grow the next generation of municipal administrators, while helping the City at the same time. He said the interns were primarily those who had received a bachelor's degree and were working toward a master's degree in public administration.

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Mike Zingg, Steering Committee member expressed his support for Thomas Gilbertson and said he had done great work for the program. He said the City should be concerned about providing consistency and continuity to support the program.

It was the consensus of the Council to support the City Manager's plan to create a full-time intern position for a one year period, with duties being divided between the Main Street Program and other administrative projects.

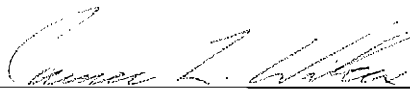
**ADJOURNMENT**

Being no further business, the meeting adjourned at 8:10 p.m.

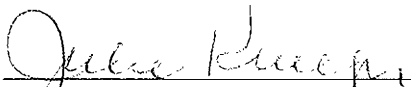
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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

  
James L. Wilcox, Mayor

ATTEST:

  
Julie Krueger, MMC, City Clerk