

AGENDA

REGULAR CITY COUNCIL MEETING

April 8, 2019

5:30 p.m.

CITY HALL COUNCIL CHAMBER

313 COURT STREET

THE DALLES, OREGON

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE – Darcy Long-Curtiss
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A. Columbia Gorge Regional Airport Quarterly Report
 - B. The Dalles Main Street Quarterly Report
 - C. Local Government Academy Graduation
6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.
7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles"

10. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the “Action Items” section.

A. Approval of March 25, 2019 Regular City Council Meeting Minutes

B. Surplus 18 Police Winter Jackets for Donation to Baker City Police Department

11. CONTRACT REVIEW BOARD ACTIONS

A. Award Contract No. 2019-001 Construction of a Replacement Gravity Sewer Main in 4th Street Grade

12. ACTION ITEM

A. Fiscal Year 19-20 Exempt Employee Cost of Living Adjustment

13. EXECUTIVE SESSION

In accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiation.

A. Recess to Executive Session

B. Reconvene to Open Session

C. Decision

13. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Izetta Grossman, CMC
City Clerk

MEMORANDUM

TO: Honorable Mayor and The Dalles City Council
FROM: Chuck Covert/ Aviation Management Services
DATE: 3/28/2019
ISSUE: First Quarter Report 2019

Status:

The year was off to a cold start here at Columbia Gorge Regional Airport with the late winter. We had to plow snow 6 times, which is more than we have in the past years. Since the snow has melted business has picked back up with lots of air traffic. Attended the FAA North West Conference in Seattle, Washington to meet with the FAA officials working with our future projects.

Recent Projects:

Hood Tech/TacAero has started preparation for construction of three 80 x 80 T-hangars. If all goes smoothly they should be completed October of this year.

Surveyors from Precision Approach just finalized the project information required for our parking area rehab which is due to go out to bid in the next 30 days.

We conducted our session for the Citizens Academy on March 5th, and gave the group a one-hour bus tour of the Airport and then an hour long presentation on the Airports history and future.

At our last Airport Board Meeting the board met with the Roseland group to discuss trying to move forward with the project. A list of requirements was given to them to complete. If they are successful in completing everything, we will then enter into a MOU with them.

Future Projects:

There is a lot to come in the next few months at the Airport.

There will be a transition of Airport Management as Chuck will be retiring.

With finished surveying, we can start preparing for Aircraft Parking Area Rehabilitation.

Hopes for a Golf Course and developments coming in the next year.

Still working on getting the Alternate Grass Landing Area (AGLA) lined up.

Date to Remember:

Airport Board Meeting	4/19/2019	7:00 am
Airport Board Meeting	5/17/2019	7:00 am
Fly In	6/15/2019	7:00 am to 3:00 pm
Airport Board Meeting	6/21/2019	7:00 am



Current Projects



The Dalles:

- Preparing the area for the future AGLA
- Plans for future Alternate Grass Landing area
- Building construction underway on new hangar ground
- Rental fleet ready for summer

Current Challenges

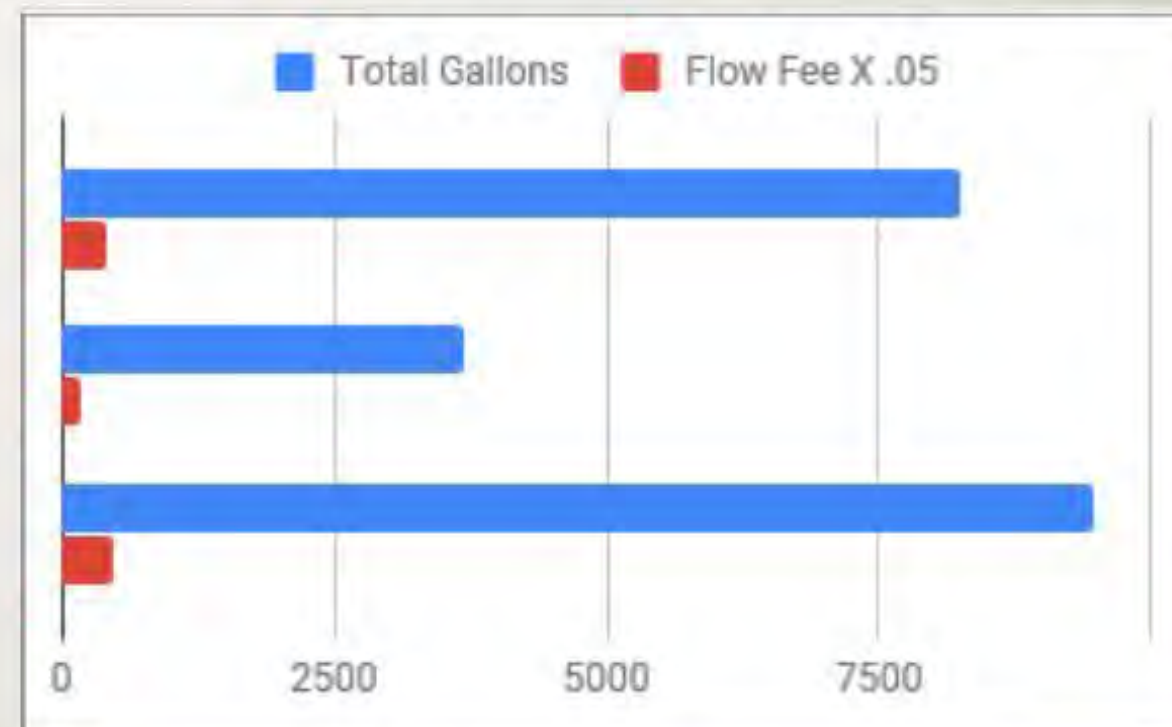
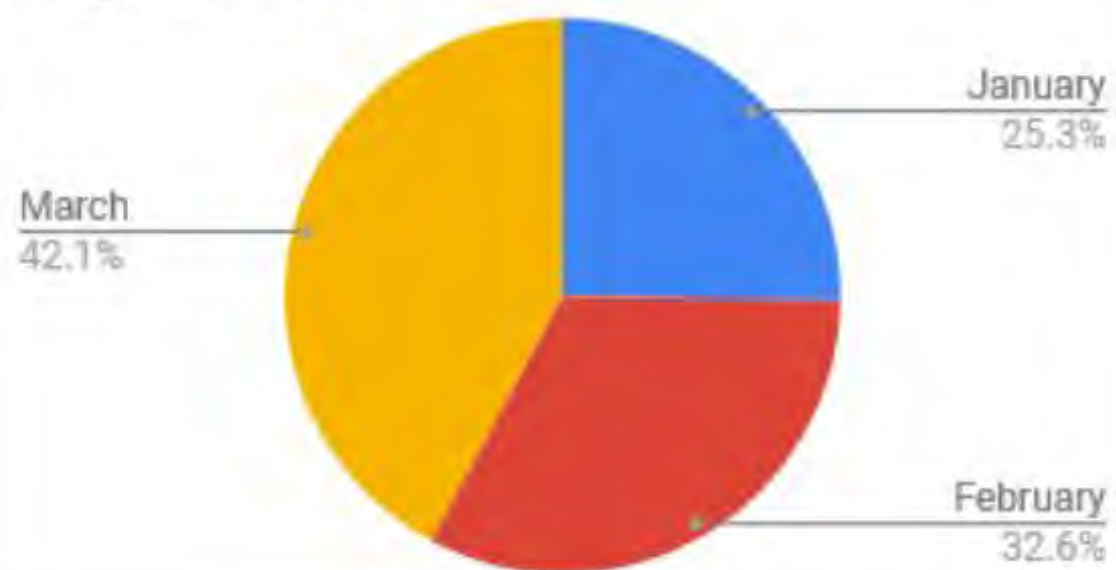


The Dalles:

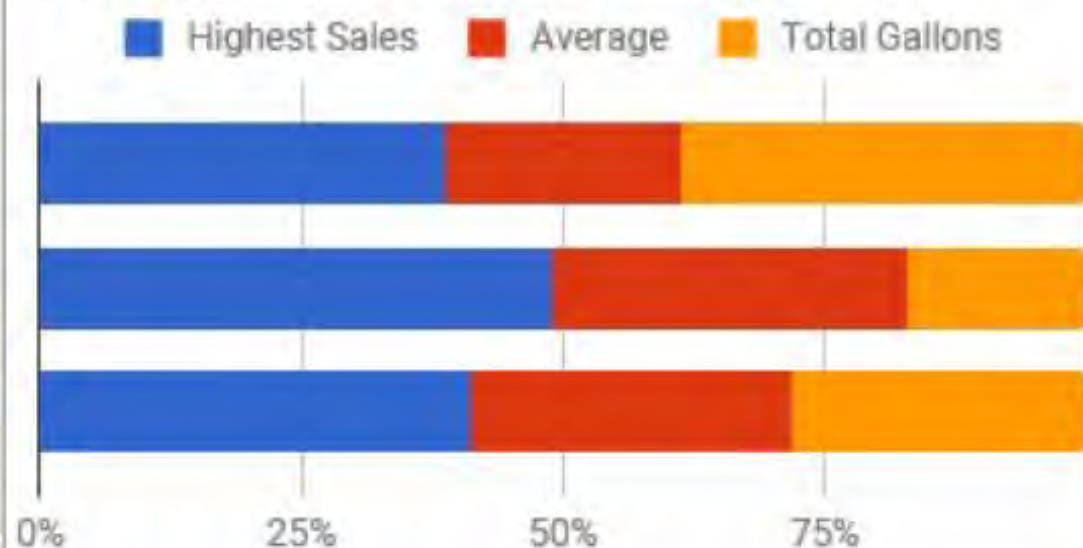
- There is a request for GPU services for jet traffic.
- Overnight aircraft tie downs requesting hangar space.
- We have requests for large aircraft hangar space short term rental.
- Need of more hangar space to protect aircraft from weather.
- Did I say we need more hangars?

Month	Highest Sales	Average	100LL-Island	Jet-Island	Jet Truck 1	Jet Truck 2	Total Gallons	Flow Fee X .05	X .06	X .07	Owed to City
January	8239	4796	1546	150	4868	1675	8239	\$411.95			\$411.95
February	10623	7360	714	387	2001	593	3695	\$184.75			\$184.75
March	13737	10212	1385	1984	6097	0	9466	\$473.30			\$473.30

Highest Sales



Average and Total Gallons



Blue skies brought in a full week of traffic bringing up fuel sales at KDLS along with this heli full of coyote hunters through out the week!!





AGENDA STAFF REPORT

AGENDA LOCATION: Item #10 A-B

MEETING DATE: April 8, 2019

TO: Honorable Mayor and City Council

FROM: Izetta Grossman, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the March 25, 2019 Regular City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the March 25, 2019 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the March 25, 2019 Regular City Council meeting minutes.

- B. **ITEM:** Surplus 18 winter coats from the Police Department

BUDGET IMPLICATIONS: None

SYNOPSIS: These coats are used and have been rotated out of use as reserve Officers and regular Officers resign or retire. These coats do not fit over the Police Department new body armor. The coats will be donated to Baker City Police Department.

RECOMMENDATION: City Council authorize surplus and donation of 18 winter coats from the Police Department.

MINUTES

CITY COUNCIL MEETING

March 25, 2019

5:30 p.m.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Council President Tim McGlothlin

COUNCIL PRESENT: Russ Brown, Linda Miller, Tim McGlothlin, Rod Runyon

COUNCIL ABSENT: Darcy Long-Curtiss, Mayor Mays

STAFF PRESENT: City Manager Julie Krueger, City Attorney Gene Parker, City Clerk Izetta Grossman, Finance Director Angie Wilson, Community Development Director Steve Harris, City Engineer Dale McCabe, Police Chief Patrick Ashmore, Human Resources Director Daniel Hunter

Number of people present: 20

CALL TO ORDER

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

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Grossman. Mayor Mays and Councilor Long-Curtiss absent. They were representing the City in Washington DC.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem McGlothlin asked Councilor Miller to lead the Pledge of Allegiance.

Councilor Miller invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro Tem McGlothlin removed Action Item #B. It was moved by Miller and seconded by Runyon to approve the agenda as amended. The motion carried 4 to 0; Long-Curtiss absent.

PRESENTATIONS PROCLAMATIONS

Fiscal Year 2017-2018 Audit Presentation – Merina & Company

Tonya Moffitt of Merina & Company reviewed the audit.

Moffitt said she was able to give a clean opinion on the City of The Dalles Audit and the Columbia Gorge Regional Airport Audit.

She noted the CAFR was a financial statement prepared by the Finance Department. She said the document includes 10 years of historical data. Moffitt explained that with new laws, some items do not have 10 years of history. She complimented Finance Director Wilson on her work on the document. She said it is not required.

Moffitt said she had one finding that is noted on page 108 of the audit report. She said several internal controls were not being followed in the Municipal Court. She said the Finance Director had already made adjustments and corrective measures had been taken. Moffitt said she was no longer concerned.

CITY ATTORNEY REPORT

City Attorney Parker reported he would be meeting with the Chamber President to develop the new Tourism/Marketing Contract.

He said he was asked to do a presentation April 5 on the Mental Health Court. He said it was an honor to be asked.

Parker said he was watching HB 2016 regarding labor issues. He said the League of Oregon Cities had asked cities to contact the legislature regarding impacts of the bill.

He said the bill was fairly complex. He said in part it addressed putting the burden of collecting union dues on the cities, and not allowing anti-union activity via email on city computers.

Councilor Miller asked if Parker would contact Adam Collier, the city's labor attorney, to see if

he thought the City needed to take action.

Councilor McGlothlin asked if the Mental Health PowerPoint presentation could be put on the City's website.

CITY COUNCIL REPORTS

Councilor Runyon reported attending:

- Local Government Academy: Planning, Economic Development, Code Enforcement, Urban Renewal
- CGCC Foundation Awards including a QLife Scholarship
- Town Hall - Congressman Greg Walden
- Downtown The Dalles Visioning at the Civic
- Urban Renewal Agency meeting as an observer
- Coastal Conservation Association meeting Columbia River Gorge Chapter regarding economic loss to the local fishing economy through ODFW closures.
- Asked to speak to the Celilo Chapter of the Daughters of The American Revolution on Veterans issues
- League of Oregon Cities Small Cities Meeting was to be in Mosier. Held in Hood River. Attended by Maupin, Moro, Cascade Locks, HR and The Dalles. Also attending Reps from ODOT, Trish Cousins of the USDA, MCEDD and Governors Rep from Regional Solutions
- Wasco County Pioneers Association preparing for their May 4, open to the public, Annual Banquet
- Columbia Gorge Veterans Museum Reception for Elizabeth Estabrooks, Army Veteran and heads Women's Veterans area for Oregon Dept. Veterans Affairs

Councilor Miller reported:

- Household Hazardous Waste and Recycling committee – very little recycling going on. Grant request for recycling equipment for a current business. She said the grant funds come from tonnage charges from Hood River, Wasco, and Sherman County garbage. She wanted the Council to be aware of the request.
- Sister City meeting; youth delegation fundraising and organization fundraising underway
- Urban Renewal Agency

McGlothlin reported:

- Waldron Drug presentation – very comprehensive

- Urban Renewal Agency meeting
- Near miss at Second Street and Cherry Heights intersection.

City Engineer Dale McCabe said staff was working with the consultants.

McGlothlin reminded Council of the Council Retreat on Saturday, March 30.

CONSENT AGENDA

It was moved by Brown and seconded by Runyon to approve the Consent Agenda as presented. The motion carried unanimously, all Councilors voting in favor.

Items approved on the consent agenda were: 1) Approval of March 4, 2019 Regular City Council Meeting Minutes; 2) Approval of March 11, 2019 Regular City Council Meeting Minutes; and 3) Declare Four Non-working Small Engines as Surplus Property and Authorize Donation to The Dalles High School Mechanics Program.

CONTRACT REVIEW BOARD ACTIONS

Award Contract No. 2019-002 2019 Sanitary Sewer CIPP Lining

City Engineer Dale McCabe reviewed the staff report.

Councilor Brown asked if it was the same company the city had issues with before.

McCabe said it was the same company. He said the issues had been communication which had been addressed.

It was moved by Miller and seconded by Brown to authorize the City Manager to enter into a contract with Insituform for the 2019 Sanitary Sewer CIPP Lining, Contract No. 2019-002, in an amount not to exceed \$593,546.00. The motion carried 4 to 0; Runyon, Brown, Miller, McGlothlin voting in favor. Long-Curtiss absent.

ACTION ITEMS

Adoption of Special Ordinance No. 19-583 Ordinance Establishing An Enterprise Zone Special Reserve Fund

City Attorney Gene Parker reviewed the staff report.

Mayor Pro Tem McGlothlin asked if any Councilor wished to have the Special Ordinance read in full. It was the consensus of the Council to not have the Special Ordinance read in full.

City Clerk Grossman read Special Ordinance No. 19-583 by title only.

It was moved by Runyon and seconded by Brown to adopt Special Ordinance No. 19-583 establishing the Enterprise Zone Tax Abatement Proceeds Special Reserve Fund. The motion carried 4 to 0; Runyon, Brown, Miller, McGlothlin voting in favor. Long-Curtiss absent.

Approval of The Dalles Area Chamber of Commerce – Work Plan Proposal

City Manager Julie Krueger said the Council approved the scope of work, and then the City Manager puts those figures in the proposed budget that goes before the budget committee. She said she was impressed with the budget, it reflected the conversations with the Chamber President.

City Manager Krueger introduced Chamber President Lisa Farquharson.

Farquharson presented Council with a number of articles and advertisements that were a result of the marketing efforts and asked for questions.

Councilor Runyon asked what was the percent of Transient Room Tax funds were required to be used for tourism. City Manager Krueger said 21%. She said the budget issue paper would give further detail.

Councilor Miller asked what percentage of the Transient Room Tax funds were in the Chamber contract. City Manager Krueger said between 23 and 25%.

Miller asked what the remaining funds would be used for. Farquharson said for marketing programs for the rest of the fiscal year.

Farquharson said the billboard campaign was being redeveloped.

Miller said she was concerned about St. Peter's Landmark not being part of the marketing. She said people from the cruise ships reported not hearing about the landmark.

Farquharson said Main Street was working with the ships. She said the Chamber did provide Main Street with information. She said the Charm Trail was part of the information given to the ships, and St. Peter's was on that information.

Farquharson reported a new color walking tour brochure was being worked on in conjunction with the mobile app that Senior Planner Dawn Hert was working on. She said the target launch date was June.

It was moved by Runyon and seconded by Miller to approve the proposed tourism work scope and budget with The Dalles Area Chamber of Commerce into the City budget process for review by the budget committee. The motion carried 4 to 0; Runyon, Miller, McGlothlin, Brown voting in favor. Long-Curtiss absent.

First Street/Riverfront Connection Project Authorization to Proceed with Next Phase

Community Development Director Steve Harris reviewed the staff report. Harris introduced Carl Vanderzanden, KPFF Project Manager.

Harris noted that if it was determined in the best interest of the City to not proceed with the project \$400,000 would need to be returned. He said the funding was an earmark that might not be transferable to a like project.

Harris said the timeline would be about two years before completion of the Mill Creek Trail. He said it would be a 12 to 15 month period of design before going out to bid; 2-3 month bid process; 9 month construction.

It was moved by Miller and seconded by Brown proceed with the next phase of the First Street/Riverfront Connection Project for that segment from Union Street to Laughlin Street including completion of plans, specifications, and estimates; to concur with the recommendations of the Urban Renewal Board [Motion from Urban Renewal meeting was: to not extent the First Street Riverfront Connection Project are boundary easterly from Laughlin Street to Madison Street, and to direct staff to continue to pursue the alignment A with Union Pacific Railroad; additionally, to submit a letter of intent for the Recreational Trail Grant Program through the State of Oregon. The motion carried 4 to 0; Runyon, Miller, McGlothlin, Brown voting in favor. Long-Curtiss absent.

Adoption of Resolution No. 19-005 Amending City Fee Schedule to Revise Fees for Planning Department Services, Burglary and Robbery Alarm Permits, and Establishing a Fixed Fee for New Water and Sewer Services

City Attorney Gene Parker reviewed the staff report.

Councilor Brown said he would like to see a chart with current rates and proposed rates side by side.

McGlothlin asked how the fees compare to other cities.

Harris said the last time the Planning fees were adjusted was 2005. He said staff had reviewed the Consumer Price Index since 2005, the staff time involved with various processes and looked at fees charged in neighboring jurisdictions.

McGlothlin said public input was need. He asked if local contractors had been contacted.

Runyon said he would like outreach to local contractors. He asked to postpone decision to allow for public input.

City Attorney Parker said public input could be allowed.

Mayor ProTem McGlothlin asked if anyone wanted to speak to the issue.

Lorene Hunt said she was encouraged by the Councilors comments. She was going to ask if the public could speak.

It was moved by Runyon and seconded by Miller to postpone adoption of the fee schedule to allow time for public comment. The motion carried 4 to 0; Long-Curtiss absent.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:32 p.m.

Submitted by/
Izetta Grossman, CMC
City Clerk

SIGNED: _____

Richard A. Mays, Mayor

ATTEST: _____

Izetta Grossman, CMC City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Contract Review Board Item #11-A

MEETING DATE: April 8, 2019

TO: Honorable Mayor and City Council

FROM: Dale McCabe, PE, City Engineer

ISSUE: Recommendation for award of 4th Street Grade Sewer Line,
Contract No. 2019-001

BACKGROUND: The City of The Dalles Public Works Department advertised for bids for the 4th Street Grade Sewer Line project, Contract No. 2019-001. The scope of work for the project was stated as follows: “The work to be performed shall consist of furnishing all materials, labor and equipment necessary in the construction of approximately 1560 feet of 8” sanitary sewer and 13 manholes. All work will be conducted in accordance with the contract documents.”

The purpose of this project is to construct a new sanitary sewer main in the Public right-of-way of Jefferson Street, 4th Street Grade, and a small segment on East 8th Street. Currently, this area is being served sanitary sewer by sewer mains and sewer service laterals that mostly consist of clay pipe that is in a compromised state and condition of cracked and broken pipe. Also, most of the lines are located on private properties or located under structures, such as the 4th Street Grade wall, that make access to the lines virtually impossible or very disruptive for making any form of repairs.

City staff has evaluated and determined that because of the locations and current conditions of most the sewer lines and manholes within this service area, it is not even feasible to propose addressing the repairs of these lines with a CIPP liner system. It was felt that the most effective solution for addressing the serviceability of the sanitary sewer system in this area, both economically and operationally, is to install a new sanitary sewer main system within the City right-of-way as was designed for this project.

The bid opening for this contract was held on March 21, 2019 at 2:00 pm for which we received two responsive bids. The bids received were as follows:

1. Crestline Construction, in the amount of \$307,777.00
2. Beam Excavating, in the amount of \$347,154.00

The Engineer's Estimate for this project was \$348,960.00.

The bids were reviewed by City staff to make sure that the proper material was submitted and the bids were deemed complete.

BUDGET IMPLICATIONS: A total of \$600,000 is budgeted for this project in the Sewer Special Reserve Fund 56, Line Code 7630.

COUNCIL ALTERNATIVES:

1. Staff Recommendation: *Move to Authorize the City Manager to enter into contract with Crestline Construction for the 4th Street Grade Sewer Line, Contract No. 2019-001, in an amount not to exceed \$307,777.00.*
2. Request that staff provide additional information in response to questions raised by City Council.
3. Deny authorization to proceed with the contract.

AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #12-A

MEETING DATE: April 8, 2019

TO: Honorable Mayor and City Council

FROM: Daniel Hunter, Human Resources Director

ISSUE: FY19/20 Exempt Employee Cost of Living Adjustment

BACKGROUND: Annually City Council considers Cost-of-Living Adjustments (COLA) for all exempt employees. As you know, employees represented by SEIU have a scheduled 2% COLA annually, and the current Police Association Contract has a 2.5% COLA annually as negotiated through collective bargaining. Exempt employees received a 2% COLA for FY18/19.

The City Manager, City Attorney, and Municipal Court Judge receive consideration for pay increases in May when City Council conducts their Performance Evaluations. COLA for these positions is considered at that time.

Western Regional CPI increased 2.4% for February 2018 to February 2019. A 2% COLA is consistent with other Cities in Oregon that range from 1.5% to 3.5% anticipated Cost-of-Living Adjustments. While keeping pace with the cost of living is the primary consideration for a COLA, it also allows us to remain competitive when recruiting and retaining qualified personnel.

BUDGET IMPLICATIONS: The FY19/20 Budget has been prepared assuming a 2% COLA for exempt employees. If approved, no further budget adjustments for wages is anticipated. A Budget Information Paper has been completed with this data and will be included in documents presented for review by the Budget Committee

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Move to approve a 2% Cost-of-Living Adjustment for all Exempt Employees effective July 1, 2019.*
2. Move to approve a Cost-of-Living Adjustment for all Exempt Employees at 2.4% to keep pace with the Consumer Price Index, effective July 1, 2019.
3. Move to approve a Cost-of-Living Adjustment for all Exempt Employees at 1%, effective July 1, 2019.
4. Decline to approve a Cost-of-Living Adjustment for Exempt Employees.