



Agenda January 11, 2022

Regular Meeting | 7:00 p.m.

Troutdale Police Community Center – Kellogg Room
234 SE Kendall Ct, Troutdale, OR 97060

1. **Pledge of Allegiance, Roll Call, Agenda Update**
2. **Motion:** Election of 2022 Council President
3. **Public Comment:** Public Comment on non-agenda and consent agenda items is welcome at this time. *Public comment on agenda items will be taken at the time the item is considered. Public comments should be directed to the Presiding Officer and limited to matters of community interest or related to matters which may, or could, come before Council. Each speaker shall be limited to 5 minutes for each agenda item unless a different amount of time is allowed by the Presiding Officer, with consent of the Council. The Council and Mayor should avoid immediate or protracted responses to citizen comments.*
4. **Consent Agenda:**
 - 4.1 **Minutes:** December 14, 2021 City Council Regular Meeting.
 - 4.2 **Resolution:** A resolution authorizing staff to amend the personal services contract with the Municipal Court Judge.
5. **Report:** A report from Public Works on snow and ice. - *Fred Ostler, Public Works Director and David Schaffer, Public Works Superintendent*
6. **Presentation:** A presentation on City events. - *Marlee Boxler, Economic Development Coordinator and Chris Damgen, Community Development Director*
7. **Public Hearing / Ordinance (Introduction):** An ordinance adopting text amendments to Chapters 1 and 5 of the Troutdale Development Code. - *Chris Damgen, Community Development Director*
8. **Public Hearing / Ordinance (Introduction):** An ordinance adopting text amendments to Chapter 10 of the Troutdale Development Code. - *Chris Damgen, Community Development Director*
9. **Public Hearing / Ordinance (Introduction):** An ordinance updating public contract and purchasing procedures and amending Chapter 2.24 of the Troutdale Municipal Code. - *Erich Mueller, Finance Director*

10. **Resolution:** A resolution approving City's Financial Statements and Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ended June 30, 2021 and accepting the report of the Independent Certified Public Accountants – *Erich Mueller, Finance Director*
11. **Staff Communications**
12. **Council Communications**
13. **Adjournment**



Randy Lauer, Mayor

Dated: January 5, 2022

Meeting Participation

The public may attend the meeting in **person*** or via Zoom. Please email info@troutdaleoregon.gov by **5:00pm on Monday, January 10th** to request Zoom meeting access credentials. You may also submit written public comments via email to info@troutdaleoregon.gov no later than **5:00pm on Monday, January 10th**. City Council Regular Meetings are broadcast live on Comcast Cable Channel 30 (HD Channel 330) and Frontier Communications Channel 38 and replayed on the weekend following the meeting - Friday at 4:00pm and Sunday at 9:00pm.

**Those attending the meeting in person will be required to wear a face mask as required by the State of Oregon and Multnomah County for all indoor public settings.*

Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy. Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page www.troutdaleoregon.gov/meetings or call Sarah Skroch, City Recorder at 503-674-7258.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Sarah Skroch, City Recorder 503-674-7258.

MINUTES
Troutdale City Council – Regular Meeting
Troutdale Police Community Center – Kellogg Room
234 SW Kendall Court
Troutdale, OR 97060

Tuesday, January 11, 2022 – 7:00PM

1. PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE

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

PRESENT: Mayor Lauer, Councilor Ripma, Councilor Caswell, Councilor Kranz, Councilor White, Councilor Moon and Councilor Glantz (7:01pm).

ABSENT: None.

STAFF: Ray Young, City Manager; Sarah Skroch, City Recorder; Ed Trompke, City Attorney; Chris Damgen, Community Development Director; Erich Mueller, Finance Director; Marlee Boxler, Economic Development Coordinator and Mollie King, Recreation Program Manager.

GUESTS: See Attached.

Mayor Lauer asked for agenda updates.

Ray Young, City Manager, stated agenda item #5 will be bumped to the January 25th City Council meeting.

2. MOTION: Election of 2022 Council President

Councilor Moon nominated himself.

Councilor White nominated Dave Ripma.

Councilor Kranz nominated herself.

Councilor Moon votes: Councilor White – No; Councilor Moon – Yes; Councilor Glantz – No; Councilor Ripma – No; Councilor Caswell – No; Councilor Kranz – No and Mayor Lauer – No. (1-6)

Councilor Ripma votes: Councilor White – Yes; Councilor Moon – No; Councilor Glantz – Yes; Councilor Ripma – Yes; Councilor Caswell – Yes; Councilor Kranz – Yes and Mayor Lauer – No. (5-2)

Councilor Kranz votes: Councilor White – No; Councilor Moon – No; Councilor Glantz – No; Councilor Ripma – No; Councilor Caswell – No; Councilor Kranz – No and Mayor Lauer – Yes. (1-6)

3. PUBLIC COMMENT: Public comment on non-agenda and consent agenda items is welcome at this time.

Paul Wilcox, Troutdale resident, commended other councilors for putting their name in the hat for Council President.

4. CONSENT AGENDA:

4.1 MINUTES: December 14, 2021 City Council Regular Meeting.

4.2 RESOLUTION: A resolution authorizing staff to amend the personal services contract with the Municipal Court Judge.

MOTION: Councilor White moved to approve the consent agenda. Seconded by Councilor Glantz.
Motion Passed 7-0.

~~**5. REPORT:** A report from Public Works on snow and ice.~~

This item was pulled from the agenda and will be moved to the 1/25/22 Council meeting.

6. PRESENTATION: A presentation on City events.

<0:16:44>

Marlee Boxler, Economic Development Coordinator, gave a brief overview of the staff report and presented a PowerPoint presentation (attached as Exhibit A).

<0:29:02>

Councilor Glantz asked if the demographic came from Facebook.

Marlee Boxler replied yes.

Councilor Glantz stated she has found that the data isn't necessarily accurate and sometimes when you look at demographic data it shows those to whom you missed promoting.

Marlee Boxler stated that data showed that a lot of females are making decisions for their households in terms of what they want to do on the weekend and how they want to spend their free time.

Councilor Moon asked Marlee to expand on the increase in vendor fees.

Marlee Boxler replied for last year's First Friday's there were no vendor fees charged. She explained for sustainability, it would be helpful to assess a small fee which is in line with other events in the area.

Councilor Kranz stated she's so happy that the TLT funds have been returned to the City. Marlee and staff are doing a great job of bringing people in. Her friends said Winder Wonderland was awesome.

Councilor White thanked Marlee, Mollie and Nick Moon. It's a lot of work and he missed the events due to COVID. The events have come back even better.

Councilor Caswell stated everybody is doing a great job and she appreciates the creativity.

Councilor Ripma stated he has only heard positive comments. Keep up the good work.

7. PUBLIC HEARING / ORDINANCE (Introduction): An ordinance adopting text amendments to Chapters 1 and 5 of the Troutdale Development Code.

<0:38:12>

Chris Damgen, Community Development Director, gave a brief overview of the staff report.

Councilor Glantz asked what the Planning Commission's primary area of concern was on this.

Chris Damgen replied his recollection is that there was reservation about the signage maybe not having a standard to accommodate for additional languages beyond English.

Councilor Ripma asked if the electric fencing is just for keeping people out.

Chris Damgen replied yes, to deter theft and trespassing.

Mayor Lauer opened the public hearing at 7:46pm.

None.

Mayor Lauer closed the public hearing at 7:47pm.

Councilor White stated he's concerned that crime is rising to this level. He suggested possibly considering further measures.

Mayor Lauer stated these concerns aren't just happening in Troutdale. They're happening all up and down Sandy Boulevard and Halsey Street.

8. PUBLIC HEARING / ORDINANCE (Introduction): An ordinance adopting text amendments to Chapters 10 of the Troutdale Development Code.

<0:50:00>

Chris Damgen gave a brief overview of the staff report.

Councilor Glantz asked if inflatable signs are prohibited in every zone.

Chris Damgen replied they are prohibited in every zone.

Councilor Glantz asked if balloons are considered a sign.

Chris Damgen replied no, they are not.

Councilor Glantz asked if a metal stake in the ground would make a sign permanent.

Chris Damgen replied not necessarily.

Ed Trompke, City Attorney, stated regulations have to be directed at the characteristics of the sign, not the content/wording.

Chris Damgen stated temporary signs are defined right now and the standing definition is that a sign that is not permanently attached to a building structure or the ground and is not intended or designed to be placed permanently.

Councilor Moon asked if the 30-day review process is standard and if it could be reduced to 14 days.

Chris Damgen replied the 30 days is the max that is currently on the standard. Staff is trying to turn them around in single digit days or less if possible.

Councilor Moon stated he didn't see much language about LED video screens and asked if it needs to be addressed.

Chris Damgen stated that section wasn't intended to change so it's not in these changes.

Councilor White stated one of the worst signs in Troutdale is Troutdale Elementary's red reader board. It's informative but it's red, bright and it's moving. He thinks it should be looked into.

Chris Damgen stated it could be looked into and possibly look at future amendments.

Councilor Caswell asked if the feather signs at the Art Center would be grandfathered in or if they would have to be taken down.

Chris Damgen replied technically, they would not be an allowed sign. Its complaint driven. The sign standards are there in place to communicate an expectation. Unless it becomes problematic like blocking wheelchair access, then the code is in place to enforce.

Mayor Lauer opened the public hearing at 8:12pm.

None.

Mayor Lauer closed the public hearing at 8:12pm.

9. PUBLIC HEARING / ORDINANCE (Introduction): An ordinance updating public contract and purchasing procedures and amending Chapter 2.24 of the Troutdale Municipal Code.

<1:13:45>

Erich Mueller, Finance Director, gave a brief overview of the staff report.

<1:24:55>

Councilor Glantz stated she's kind of torn. She appreciates that doing things online is more efficient and cost savings, but she also understands that municipalities that have a local newspaper tend to have less crime and more benefits from having some form of local media. She hopes there can be some balance.

Erich Mueller stated it doesn't do away with the publication or the publication requirements. It simply introduces some flexibility for circumstances. The more significant the project the more it's going to lean toward the traditional full-blown process.

Mayor Lauer opened the public hearing at 8:27pm.

None.

Mayor Lauer closed the public hearing at 8:27pm.

10. RESOLUTION: A resolution approving City's Financial Statements and Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ended June 30, 2021 and accepting the report of the Independent Certified Public Accountants.

<1:28:32>

Erich Mueller gave a brief overview of the staff report.

MOTION: Councilor Ripma moved to approve the resolution approving City's Financial Statements and Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ended June 30, 2021 and accepting the report of the Independent Certified Public Accountants. Seconded by Councilor Kranz.

VOTE: Councilor White – Yes; Councilor Moon – Yes; Councilor Glantz – Yes; Councilor Ripma - Yes; Councilor Caswell – Yes; Councilor Kranz – Yes and Mayor Lauer – Yes.

Motion passed 7-0.

11. STAFF COMMUNICATIONS

<1:40:05>

Ray Young provided the following staff communications:

- Executive Session following tonight's Council meeting
- City Offices closed Monday, January 17th
- Next Tuesday is the URA meeting followed by an Executive Session

- Planning Commission is meeting tomorrow to discuss ordinance changes on HB2001 single family dwelling zoning

12. COUNCIL COMMUNICATIONS

<1:41:20>

Councilor White wished everybody a Happy New Year.

Councilor Glantz wished everybody Happy 2020 Part III.

Councilor Ripma wished everyone a Happy New Year.

13. ADJOURNMENT

MOTION: Councilor Ripma moved to adjourn. Seconded by Councilor Kranz. Motion passed unanimously.

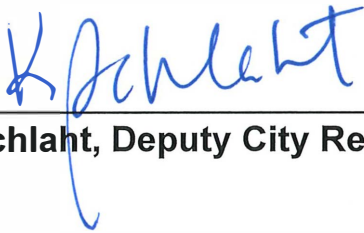
Meeting adjourned at 8:41pm.



Randy Lauer, Mayor

Dated: February 9, 2022

ATTEST:



Kenda Schlaht, Deputy City Recorder

1/11/2022 City Council Regular Meeting Zoom Guest List

<u>Name (Original Name)</u>	<u>User Email</u>	<u>Join Time</u>	<u>Leave Time</u>	<u>Duration (Minutes)</u>
Oasis Team		1/11/2022 16:18	1/11/2022 20:42	264
Alison Caswell	alison@caswellsculpture.com	1/11/2022 18:40	1/11/2022 18:40	1
Dave Ripma	dripma@sharplabs.com	1/11/2022 18:51	1/11/2022 18:52	1
Dave Ripma	dripma@sharplabs.com	1/11/2022 18:52	1/11/2022 20:42	110
Nick Moon	nick@toneproperav.com	1/11/2022 18:52	1/11/2022 19:27	35
Glenn White		1/11/2022 18:55	1/11/2022 20:42	108
Alison Caswell	alison@caswellsculpture.com	1/11/2022 18:56	1/11/2022 20:42	107
Paul Wilcox		1/11/2022 18:56	1/11/2022 20:42	106
Sandy Glantz	sandy.glantz@airship.com	1/11/2022 19:00	1/11/2022 20:42	102
tim.seery		1/11/2022 19:07	1/11/2022 19:08	1
tim.seery		1/11/2022 19:08	1/11/2022 19:08	1
Nick Moon		1/11/2022 19:27	1/11/2022 20:42	76
Kelley Graham		1/11/2022 19:52	1/11/2022 20:42	51
Troutdale Conferencing	troutconf@troutdaleoregon.gov	1/11/2022 16:58	1/11/2022 16:58	1
Troutdale Conferencing	troutconf@troutdaleoregon.gov	1/11/2022 18:43	1/11/2022 20:42	120
Randy Lauer	randy.lauer@troutdaleoregon.gov	1/11/2022 18:44	1/11/2022 20:42	118
Kellogg Room		1/11/2022 18:46	1/11/2022 20:42	117
Sarah Skroch	sarah.skroch@troutdaleoregon.gov	1/11/2022 18:48	1/11/2022 20:42	115
Finance Dept		1/11/2022 18:54	1/11/2022 20:42	108
Jamie Kranz		1/11/2022 18:55	1/11/2022 18:57	2
Ray Young	ray.young@troutdaleoregon.gov	1/11/2022 18:57	1/11/2022 20:42	106
Jamie Kranz		1/11/2022 18:57	1/11/2022 20:42	105
Chris Damgen	troutconf@troutdaleoregon.gov	1/11/2022 19:13	1/11/2022 20:16	63

CITY EVENTS – 2021 RECAP



Exhibit A

January 11, 2022 Council Meeting Minutes

Presented by:
Marlee Boxler
Economic Development
Coordinator



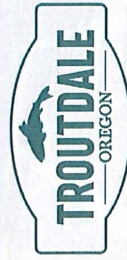
EVENTS PRIOR TO 2021

- Contracted out to West Columbia River Gorge Chamber of Commerce through TLT dollars
- Primary focus was Summerfest
- July 2020, the city retained the TLT money for tourism and events, placing city staff in charge of events
- Due to pandemic, Summerfest 2020 & 2021 did not happen and Tree Lighting 2020 was virtual





FIRST FRIDAY ART WALKS



FIRST FRIDAY ART WALK



REVISIONS

- Street Closure
 - Extended Patio Dining
 - Expanded Storefronts
 - Craft Vendors
- Little Trout Kid Zone
- Live Music
 - Mayors Square
 - Lower-level stairs
 - East end bollards
- Overflow Parking Lot
- Expanded Marketing

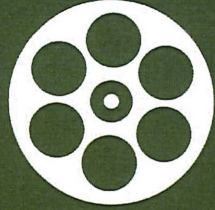
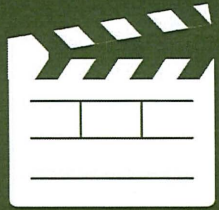


OPPORTUNITIES FOR IMPROVEMENT



- Road Closure
 - Streamlining procedures and timing
- Marketing
 - Expanding reach beyond 50 miles to increase tourism and hotel stays
 - Connect other attractions to the event, such as Edgefield, Troutdale Art Center, & Mt Hood Community College Jazz Festival
- Staff Morale
 - Encouraging a healthy work/life balance to help prevent burnout
 - Increasing pool of volunteers
- Transportation
 - Investing in a shuttle service to increase parking opportunities beyond downtown
 - Increasing ADA accessible parking options
- Funding
 - Seeking sponsorships
 - Assessing vendor fees





MOVIES IN THE PARK

JULY 30 & AUGUST 13



**Merry
MOVIE
NIGHT
DAY**

**HISTORIC
TROUTDALE**

**SATURDAY, DEC. 18
10AM, NOON, 2PM, 4PM
SAM COX BUILDING**

The poster features a blue background with white snowflakes. On the left is a Christmas tree made of green film strips, topped with a red star that says 'TROUTDALE'. A red brushstroke underline is under the word 'NIGHT'.

MOVIES IN THE PARK & MERRY MOVIE DAY



MOVIES IN THE PARK & MERRY MOVIE DAY





WIND-ER WONDERLAND & TREE LIGHTING

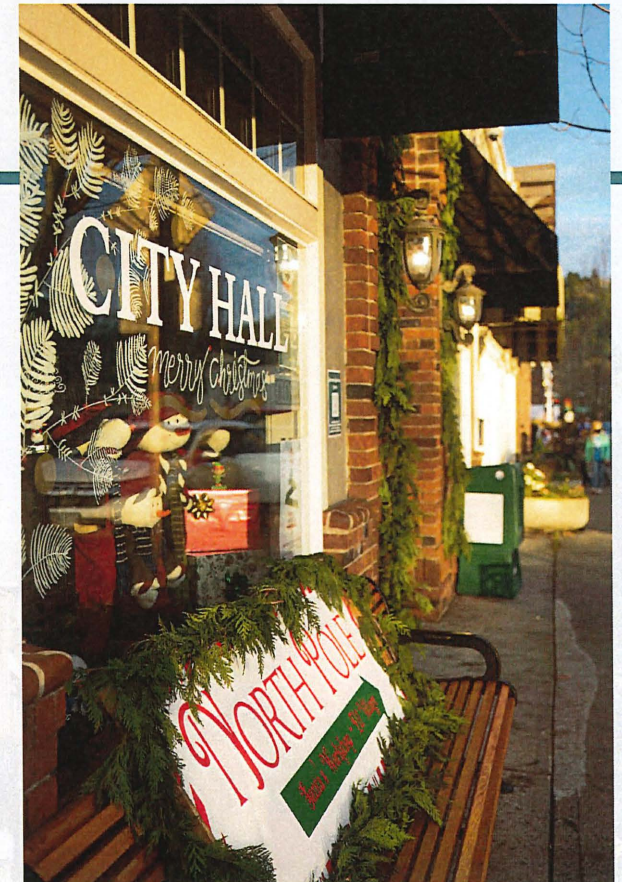


WIND-ER WONDERLAND & TREE LIGHTING



REVISIONS

- Moved to Sunday
- Sponsors
- Holiday Market
- Swag Bags
- Live Music at Mayors Square
- Selfies with Santa
- Troutdale Teddy Scavenger Hunt
- Window/Storefront Decorating Contest



OPPORTUNITIES FOR IMPROVEMENT

- Road Closure
 - Closing the street to increase safety
 - Hiring flaggers
 - Working closely with tent company to determine whether the road closure provides a new holiday market location opportunity
- Marketing
 - Expanding reach beyond 50 miles for increased tourism and hotel stays
- Transportation
 - Investing in a shuttle service to increase parking opportunities beyond downtown
 - Increasing ADA accessible parking options
- Lighting
 - Researching lighting options for the whole downtown that add to the ambiance of the event

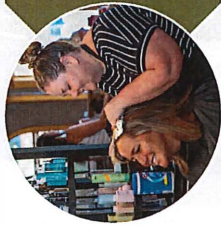




“Those events not only gave us a huge boost on the nights of, but I think they were really good for our exposure and business overall. We had record nights during the First Fridays and our best December ever.” – Leslie Henson, The Way Out Inn



“It was a great day for me. Not only do I enjoy the community aspect, it was our busiest day of the month! Being a new store and taking part of the Scavenger Hunt was probably the best marketing strategy of all. Everyone had to come into our store if they wanted to receive their gift... I loved it! Good job!!!” – Jean Linn, ArtistreeNW



“Just wanted to shout out and say thank you for your efforts for yesterday's event... We aren't typically open on Sundays but despite that we had some great retail sales of products and gift certificates and even booked some brand new clients that hadn't been in our shop before. Loving the new energy in our little town.” – KayLynn Ramberg, Columbia Gorge Salon & Spa

POSITIVE FEEDBACK



POSITIVE IMPACTS OF COMMUNITY EVENTS

- Businesses reported increased sales, some breaking records
- Increased engagement with the community
- Boosted visits to the downtown
- Brought positive attention to Troutdale from the wider metro area and around the state
- Added to the sense of community
- Created free, family friendly entertainment opportunities



PLANNING FOR 2022

- We will be back next month to further clarify how we classify events
 - City run, city sponsored, and city approved
- Ability to utilize the Depot and Visitor Center for promotion
- Creating full year event calendar
- First Fridays will run May-September

