

MINUTES
Goal Setting Session
November 29, 2022
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MINUTES

COUNCIL GOAL SETTING SESSION
COUNCIL CHAMBER, CITY HALL
NOVEMBER 29, 2022
1:00 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Darcy Long, Tim McGlothlin, Rod Runyon, Dan Richardson

COUNCIL ABSENT: Scott Randall

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Izetta Grossman, Finance Director Angie Wilson, Community Development Director Joshua Chandler, Public Works Director Dave Anderson, Police Chief Tom Worthy, Human Resources Director Daniel Hunter, Librarian Jeff Wavrunek, Assistant Public Works Director Eric Hanson, Columbia Gorge Regional Airport Manager Jeff Renard

CALL TO ORDER

The meeting was called to order by Mayor Mays at 1:05 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Grossman. Long, McGlothlin, Runyon, Richardson present; Randall absent.

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Long to lead the Pledge of Allegiance.

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

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APPROVAL OF AGENDA

It was moved by Long and seconded by McGlothlin to approve the agenda as submitted. The motion carried 4 to 0; Long, McGlothlin, Richardson, Runyon voting in favor; none opposed, Randall absent.

GOAL SETTING

Randall arrived 1:07 p.m.

City Manager Welcome Comments

City Manager Matthew Klebes reviewed the process and purpose of the meeting.

Department Updates (10 minutes per Department)

City Clerk/IT

City Clerk Izetta Grossman said she would be working on the following projects in the next fiscal year:

- Remodel of old municipal court room, on a team with Human Resources Director Daniel Hunter
- Updating Fee Schedule City Dock and Lewis & Clark Park
- Reviewing all ordinances where City Clerk duties are listed, making recommendations if any changes are necessary

In response to a question she said cruise ships are the major user of the dock, the Coast Guard and barges also use the dock for shift changes. She said rarely does a private vessel use the dock.

IT

City Manager Matthew Klebes reviewed the report. He said IT was a vital part of City infrastructure.

He said a budget amendment would be coming before Council to address the increased costs of cyber security and funds for succession planning.

Finance/Utility Billing/Judicial

Finance Director Angie Wilson reviewed department overview, noting the following items:

- GASP rules for leases, she said understanding the new rules was critical and time consuming
- 10 Capital Improvement Plan
- State Office Building update: inside and outside including paint, tile, carpet and landscaping

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- Forecasting program to assist with making decisions that would affect future budgets

In response to a question Finance Director Wilson replied the State Office Building's remodel costs were 50% reimbursable by the State.

City Manager Klebes said he and the Finance Director had reviewed the contracts for financial services with Mid-Columbia Fire and Rescue and Northern Wasco Parks and Recreation District. He said there was not a specific timeline.

It was clarified that the City was paid for the services.

Human Resources

Human Resources Director Daniel Hunter reviewed the department overview. Hunter said there were a number of retirements in the next few years, especially at Public Works. He said it was vital to have overlap for training.

He suggested possibly removing the Council authorization for use of safety funds, giving the ability to purchase smaller items as they come up.

It was suggested to look at a threshold of safety funds a Manager could authorize.

Community Development

Community Development Director Joshua Chandler reviewed the department overview.

He noted:

- Increased moral in department
- Advertising positions: Economic Development Officer (5 applications), Senior Planner (1 application), Facilities Manager (20 applications)
- Tony's building demo Request for Bids 90% complete – total estimated cost \$750,000
 - Waiting for grant award confirmation (\$400,000)
- Three new applications for RV Parks
 - West 10th and 13th Street project revised to 9 spaces

Police/Codes Enforcement/Animal Control

Chief Tom Worthy reviewed the department overview.

In response to questions he said:

Narcan cost \$10 to \$15 dose and works within minutes

Fentanyl - synthetic heroin – cheaper

Hiring bonuses worked well, and had become part of the hiring process
Fully staffed

Library

Librarian Jeff Wavrunek reviewed department overview. He explained the make up of the Library Special District.

Public Works: Streets/Water Treatment/Water Distribution/Wastewater

Public Works Director Dave Anderson reviewed department divisions and types of funds available to each division.

There was discussion regarding the 12th Street sidewalk project. He said the portion included in the project needed to be done with or without a development further east.

He said the purchase of the watershed land process would take about two years.

Airport

Columbia Gorge Regional Airport Manager Jeff Renard handed out additional information (attached).

He said hangar development was the top priority of the Airport Board. He said it was hard to estimate the impact of new hangars on the air traffic. He said some of the current outside tie down rentals would move undercover if it was available.

Legal

City Attorney Jonathan Kara reviewed the department overview.

He said coming on board as the in house attorney had been very positive. He noted hiring a paralegal gave him extra time for the larger projects.

Review of Vision Action Plan

City Manager Matthew Klebes said the document could help guide the Council regarding the future of The Dalles.

Council Review of City Goals

It was the consensus of the Council the goals should remain the same.

Council Goals:

- A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.

- B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.
- C. Promote economic development opportunities which will provide jobs and enhance community livability.
- D. Maintain a sustainable budget that will support City operations and capital improvements, while assuring an adequate contingency fund.
- E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans and policies.
- F. Provide transparent and efficient administration of City government.

Council discussion and exercise on priority projects or issues

City Manager Klebes reviewed how the Trello program would work during the meeting.

See attached Trello printout of results of prioritization.

ADJOURNMENT

Being no further business, the meeting adjourned at 5:11 p.m.

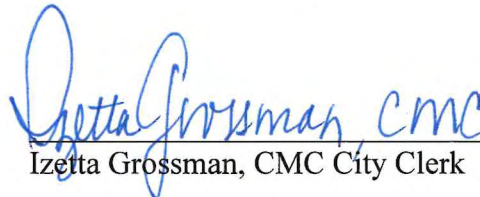
Submitted by/
Izetta Grossman, CMC
City Clerk

SIGNED:



Richard A. Mays, Mayor

ATTEST:



Izetta Grossman, CMC City Clerk

City Council Goal Setting Nov.29,2022



Private

Board



Council Priorities

Capacity Review



Alleviation



Appropriate timing



LAW & ORDER



Accountability - community



HIGH SCHOOL



Encourage D21 to refurbish current site



Goals



Review Allocation


The screenshot shows a Trello board with three main sections. The first section is titled 'BEAUTIFICATION' and contains one card: 'Trash clean up'. The second section is titled 'ECONOMIC DEVELOPMENT' and contains four cards: 'Park/Outdoor Spaces', 'Broken sidewalks', 'Dogs', and 'Trash'. The third section is titled 'Staff Priorities' and contains three cards: 'Dock/Park Fee Updates', 'City Hall 2nd Floor Remodel', and 'Standardize work flow for agendas'. Each card has a blue progress bar at the top.

Staff Priorities

This section of the Trello board is titled 'Staff Priorities' and is highlighted with a green background. It contains three cards: 'CITY CLERK', 'Dock/Park Fee Updates', 'City Hall 2nd Floor Remodel', and 'Standardize work flow for agendas'. Each card has a green progress bar at the top.



FINANCE



Cross Training Staff



Financial Forecasting Program




COMMUNITY DEVELOPMENT
DEPARTMENT



Westside Area Plan



FEMA Floorplain Map Updates



Tony's Building



1st Street Project



Code Amendments



Ottocast Walking App



Navigation Center



New Data Center

Chenowith Loop Road-Multi-Family

Recreation Building

POLICE DEPARTMENT

Complete Accreditation

Continue Updating Equipment

Reduce Shared Equipment

PUBLIC WORKS

Complete current projects-Dog River

SCADA Equipment Upgrade

Wastewater Treatment Plant Upgrade

Sidewalk/ADC upgrades

INFORMATION TECHNOLOGY

Succession Planning

Continue Cyber Security Upgrades

HUMAN RESOURCES

Hire, train, transition skilled work force

Fund supervisor/manager training

LIBRARY

HVAC Replacement

Finish updating logo/website design

AIRPORT

30 T-Hanger Units (3 Buildings)

Terminal Building/Corporate Hanger

Upgrade grounds keeping equipment

Water System for Terminal Area

Diversity, Equity, and Inclusion

Sports Complex

Critical Projects

HOUSELESSNESS



Active participation in strategic planning with MCCAC

Housing

SPECTRUM FRANCHISE AGREEMENT



911 modernization

GOOGLE FUNDS



Allocation

Promote retail business coming to/staying in TD



CODES ENFORCEMENT



Staffing



Construct a sidewalk on E 12th St., eastward from Thompson St.

Significant Projects



DOWNTOWN ODOR



QLIFE CITY DOWNTOWN WIFI



TRT FUNDS



Desirable Projects



STREET SPENDING PHILOSOPHY/POLICIES





DOWNTOWN PARKING



GITCHELL BUILDING



Shopping Cart theft



Tree Plan



CLIMATE RESILIENCY



Formal 5-10 year plan

Parking Lot



Mental Health



Centralized Camera System



Mill Creek Trail



1st Street Plaza Project

City Council Goal Setting Session November 29, 2022

Airport Manager

Airport Goal Setting observations:

The day to day operations of our airport has many different hats to be worn.

Public relations at the Airport requires an in-depth understanding of the customer base and the product to be offered.

Working as the liaison between the FAA and respective State agencies on behalf of the Sponsor while striving to be a fiscally responsible and a thriving strategic partner to the region.

The City Council, City Manager have entrusted the Airport Manager to have have this responsibility

As the **Airport Manager** I am results and process driven in the daily operations. The daily operations are driven by the desire to have the Airport become self-sufficient while providing an inviting, vibrant airport community as a 'Gateway to the Gorge' while ensuring compliance with the FAA, Federal, State and local regulations..

Overview:

The Airport Manager is responsible for:

- Ensuring the safe operation of the Airport.
- Federal Grant acquisition and management.
- Both Oregon and Washington Grant acquisition and management
- Records Retention
- Hangar Lease initiations and renewals
- Annual hangar inspections
- Grounds keeping (mowing and vegetation control)
- Pavement, lighting inspections and repairs
- Marketing and working with potential investors for the business park and airside hangar lots
- Closed Runway marketing and scheduling.
- Snow removal
- Manages website and social media pages
- Land Use Agreements with the annual fire fighting agencies
- Varmint and bird control
- Research and implement technology for the future of aviation
- Hold monthly board meetings and report to the City of The Dalles and Klickitat Board of Commissioners.
- FAA coordination and Emergency services liaison in the event of an emergency or crash.
- Coordination with the US Military for fueling and misc. needs.
- Representative for the Lower John Day Area Commission on Transportation
- Oregon Dept. of Aviation 'Aviation Review Committee'

- The list goes on and changes daily

The Airport Manager position is a 24 hour a day job. The phone often rings in the middle of the night with a need at the airport. This is not something that is necessarily known or understood.

Recent Achievements:

- Developed a uniform land lease rate schedule for hangars and lots in the airport business park and airpark.
- 5 year CIP (capital improvement plan)
- Submission of 2 FAA AIP grants and 4 COAR (critical Oregon airport relief) grants as well as a Oregon Emergency Management /FEMA grant.
- 24,000 gallon jet fuel farm
- New Gate openers for the hangar access
- Renegotiated the DNR lease to reflect current use.

Upcoming Projects:

- South Apron Rehabilitation & 5 additional taxiways (for future hangars)
- Decommissioning of existing underground fuel farm
- Developing future fuel farm
- Building 2 rows of T hangars
- Building 40x60 box hangar
- Painting and reroofing of quonset hangar
-

Future Needs:

- 30 T hangar Units (3 buildings) 27 on waiting list, 48k annual revenue each building
- Bigger and more current mower and grounds maintenance equipment.
- Snow removal equipment (not a 1965 dump truck)
- Weed spray equipment (not a Ford 8N tractor)
- Sweeper for runways and taxiways
- Terminal building / Corporate hangar
- Flex space for small commercial users
- Develop water system for the terminal area

Financial Needs:

- T hangar 5-700,000 per building
- Grounds Keeping Equipment 50-100k Unless we can get from other agencies
- Terminal Building 5 million ish with public private partnership
- 100-150k local match money for grants



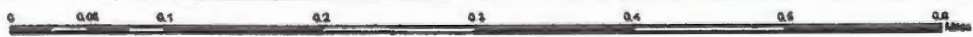
2022 Airport Vision Results

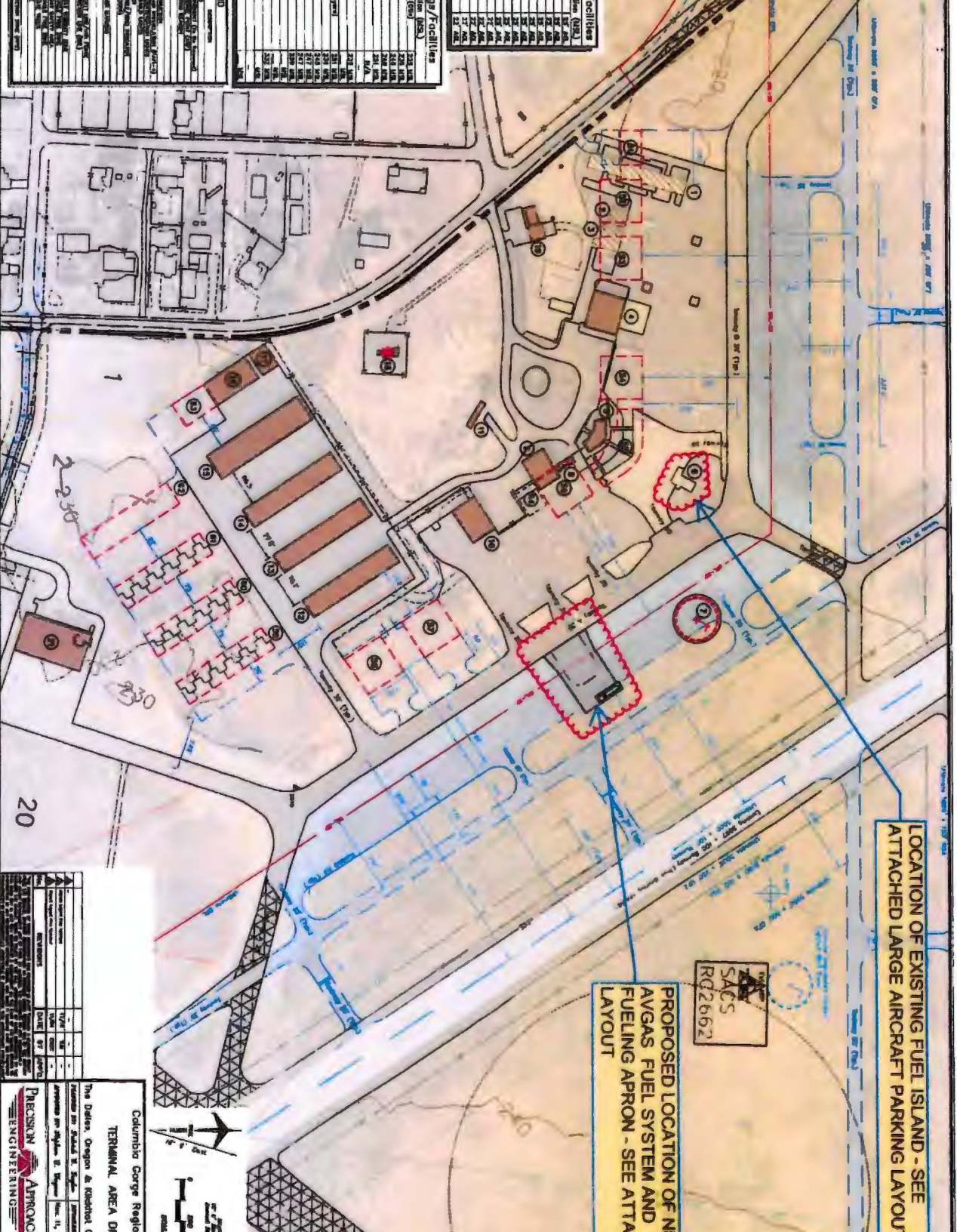
Rank	Project
9th	Fuel Island Realignment
14th	Modern Aesthetically Pleasing Facilities
3rd	Grounds Maintenance
20th	NE Corner Development
17th	Increased Use of Closed Runway (Heliport, Taxilane, etc.)
6th	Fire Base Operations
10th	Master Plan Update (2025)
12th	Topographic Map with Utility Locations
Done	Development Proposal Criteria and Guidelines
21st	Well Development as Revenue Stream
1st	T-Hangar Development
7th	Lease Terms (Standards, Flexibility)
4th	Fencing
19th	Office Space (temp)
2nd	Equipment (update)
8th	Water System at Terminal Location
13th	Develop conceptual building development map
18th	Onsite residence
17th	Jet Center concepts and drawings
16th	Elected Owners Educations
16th	Runway Lighting Upgrades
5th	Funding Sources Expansion List
11th	Management Relationship
22nd	Runway Extension (Webster Orchard Agreement)



Yellow are the top 5 items our airport board vision session identified.

Green are some of the projects that are in process at this time.





LOCATION OF EXISTING FUEL ISLAND - SEE ATTACHED LARGE AIRCRAFT PARKING LAYOUT

PROPOSED LOCATION OF NEW AVGAS FUEL SYSTEM AND FUELING APRON - SEE ATTACHED LAYOUT

SACS
RD2662

Facilities

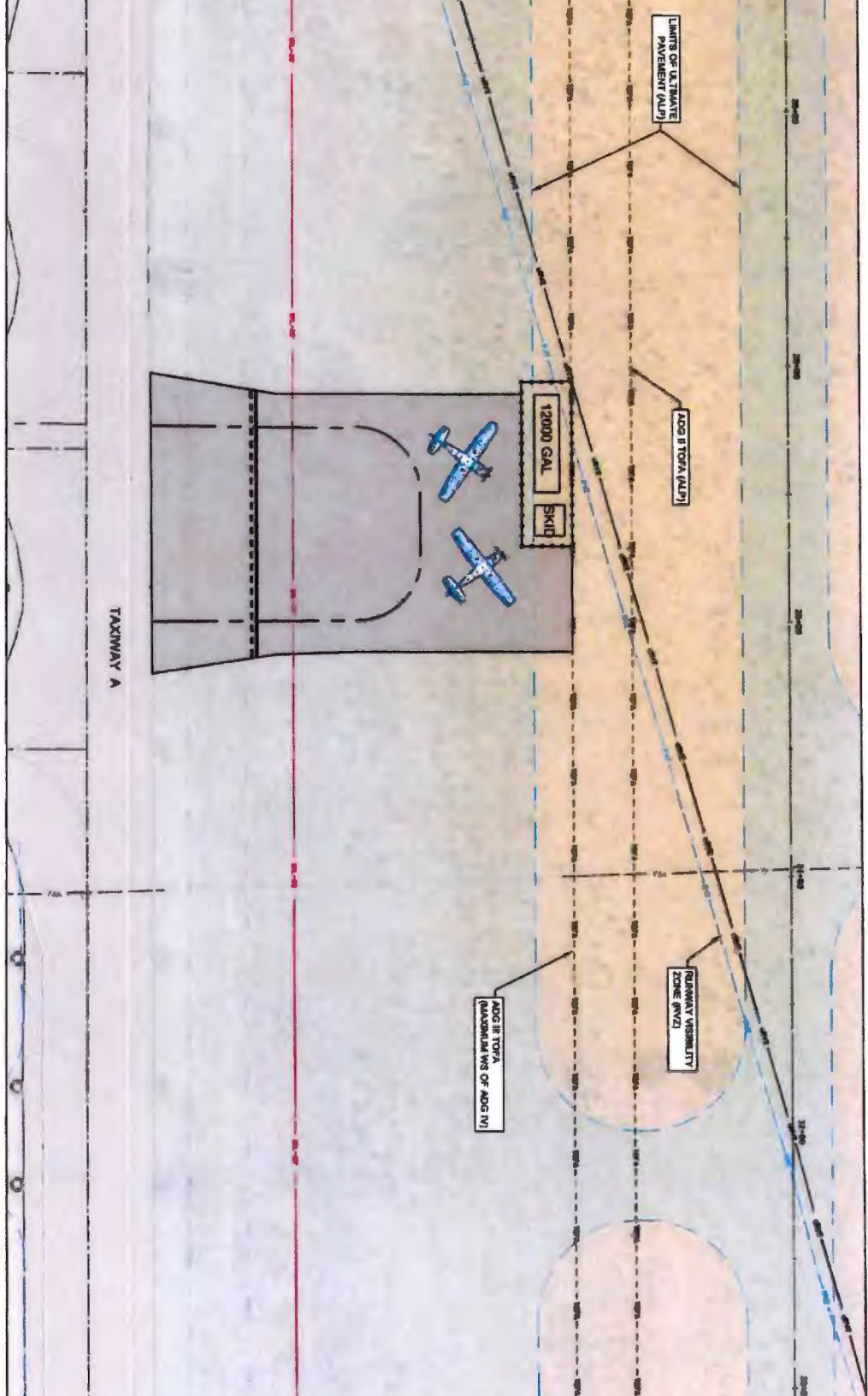
Item	Quantity	Notes
1	1	
2	1	
3	1	
4	1	
5	1	
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10	1	
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16	1	
17	1	
18	1	
19	1	
20	1	

NO.	DESCRIPTION	DATE	BY	APPROVED
1	ISSUED FOR PERMITS	11/18/08
2	ISSUED FOR CONSTRUCTION

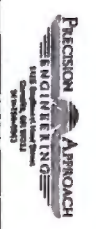
Columbia Gorge Region
TERMINAL AREA DEVELOPMENT

The District, Oregon & Klamath Counties
Administration and Planning Department
1000 NE Oregon Street, Medford, OR 97504

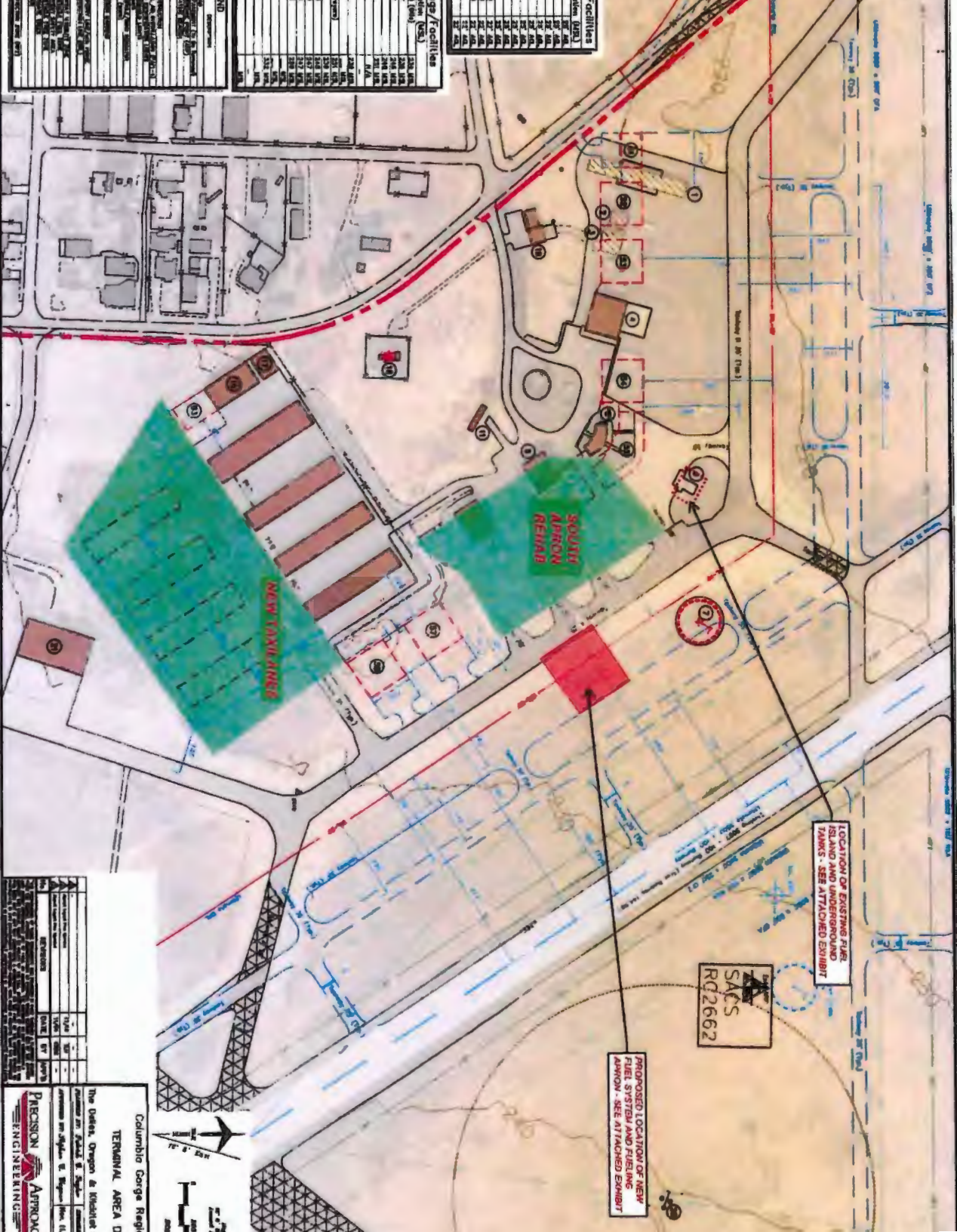
PRECISION AIRPROX ENGINEERING



REVIEW SET
NOT FOR CONSTRUCTION
 7/19/2022



COLUMBIA GORGE REGIONAL
 THE DALLIES - AFRON NEIGHBORHOOD
NEW (AVGAS ONLY) FUEL
PROPOSED LAYOUT



LOCATION OF EXISTING FUEL ISLAND AND UNDERGROUND TANKS - SEE ATTACHED EXHIBIT

SACS
Rd2662

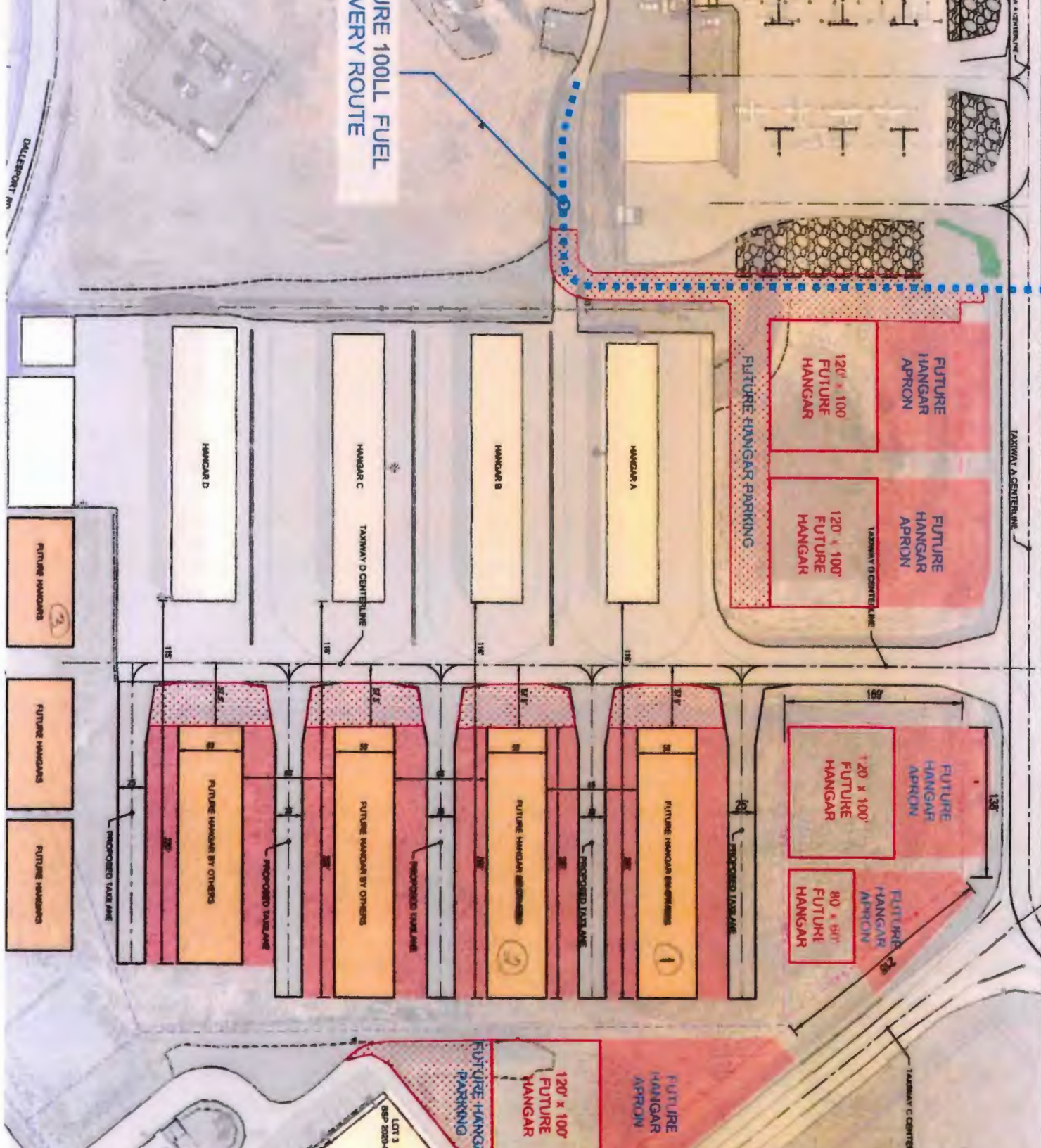
PROPOSED LOCATION OF NEW FUEL SYSTEM AND FUELING ANVON - SEE ATTACHED EXHIBIT

eg / facilities

Facility	Area (sq ft)	Notes
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Item	Quantity	Unit	Notes
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Columbia Gorge Regional Airport
TERMINAL AREA D
This Office, Oregon as Consultant
Precision Approach Engineering
1000 NE Oregon St. Eugene, OR 97401
Phone: 541-343-1111





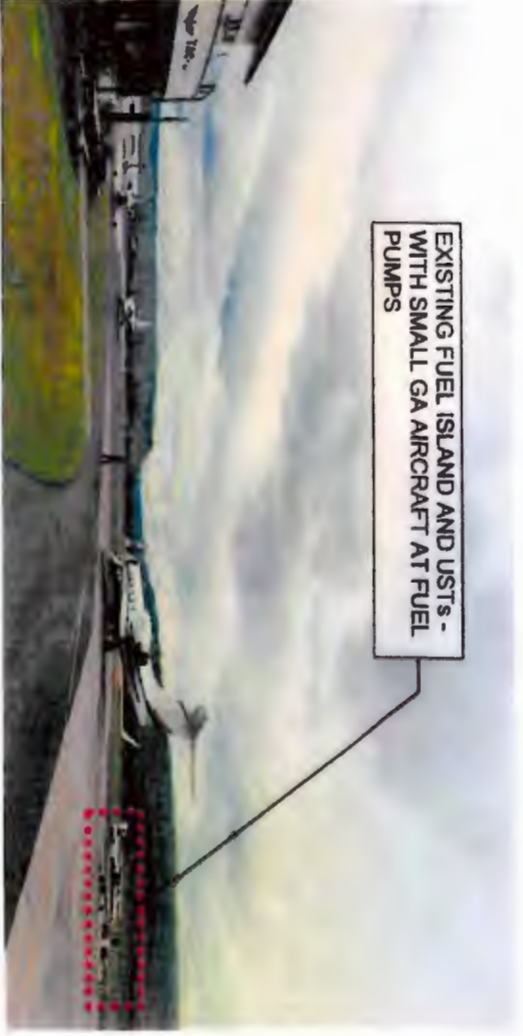
PROPOSED
LOCATION OF
NEW FUELING
APRON - SEE
ATTACHED
EXHIBIT

NEW TAXILANE
FUTURE HANGARS
NEW TAXILANE
FUTURE HANGARS
NEW TAXILANE
FUTURE HANGARS
NEW TAXILANE
FUTURE HANGARS
FUTURE HANGARS

PRECISION APPROACH
ENGINEERING
PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING

COLUMBIA GORGE REGIONAL
THE DALLAS MUNICIPAL AIRPORT
PROPOSED HANGAR
Exhibit 1





DLS - EXISTING FUEL ISLAND





EXISTING FUEL ISLAND
LOCATED BEHIND JET HERE

DLS - EXISTING FUEL ISLAND



TERLINE

FUEL ISLAND

PROPOSED LOCATION OF NEW FUELING SYSTEM AND FUELING APPROACHES TO PREVIOUSLY DISTURBED DUE TO MULTIPLE AIRPORT IMPROVEMENT PROJECTS. TW SHOULDER, TW GRADING, ELECTRICAL IMPROVEMENTS, DRAINAGE IMPROVEMENTS,



EXISTING FUEL ISLAND AND USTs



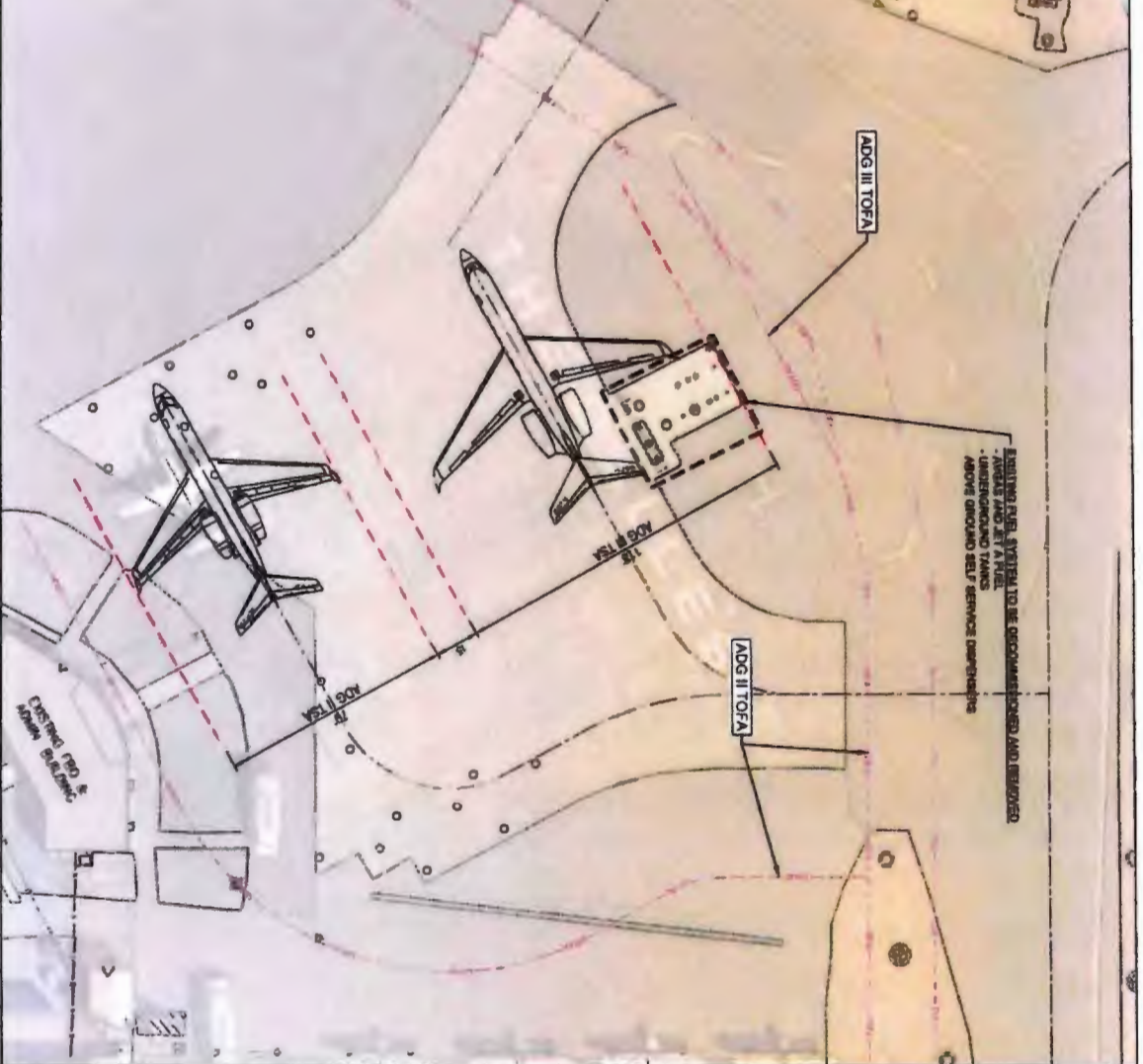
EXISTING FUEL ISLAND
LOCATED BEHIND JET HERE

DLS - EXISTING FUEL ISLAND



EXISTING FUEL ISLAND
LOCATED BEHIND JET HERE

PROPOSED LOCATION OF
NEW AVGAS FUEL SYSTEM
AND FUELING APRON



REVIEW SET
 NOT FOR CONSTRUCTION
 7/18/2022



COLUMBIA GORGE REGION
 THE DALLES - APRON REHA
 FUTURE APRON PARKIN
 FOR LARGER JET AIR

Columbia Gorge/The Dalles Airport (DLS)

FAA 2023 - 2028 CIP Update/Summary

August 2022

FAA FY YEAR	PROJECT	NPE Available from 2022 \$ 202,500				Planning Level Project Cost Opinion *	FAA Funding		
		NPE Available (\$150K/yr)	NPE Carryover to following year	BILL Available (\$159K/yr)	BIL Rollover to following year		NPE Spent	BIL SPENT	ST
2023	South Apron Rehab and New Taxiway- Phase II: CONSTRUCTION	\$ 352,500	\$ -	\$ -	\$ -	\$ 3,165,000	\$ 352,500	\$ -	\$ -
	New Fuel Apron: DESIGN and CONSTRUCTION	\$ -	\$ -	\$ 318,000	\$ -	\$ 350,000	\$ -	\$ 318,000	\$ -
2024	AIP Carryover/BIL Rollover	\$ 150,000	\$ 150,000	\$ 159,000	\$ 159,000	\$ -	\$ -	\$ -	\$ -
2025	Masterplan Update	\$ 300,000	\$ -	\$ 318,000	\$ 318,000	\$ 440,000	\$ 300,000	\$ -	\$ 100,000
	AIP Carryover	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026	New T-Hangar Construction - DESIGN and CONSTRUCTION	\$ -	\$ -	\$ 477,000	\$ -	\$ 700,000	\$ -	\$ 477,000	\$ -
2027	New Airport Fencing: Phase I - DESIGN	\$ 300,000	\$ 150,000	\$ -	\$ -	\$ 165,000	\$ 150,000	\$ -	\$ -
2028	New Airport Fencing: Phase II - CONSTRUCTION	\$ 300,000	\$ -	\$ -	\$ -	\$ 1,650,000	\$ 300,000	\$ -	\$ -
2023-2028 Totals		\$ 1,102,500		\$ 795,000		\$ 6,470,000	\$ 1,102,500	\$ 795,000	\$ 1,300,000
Available NPE in 2029		\$ 150,000							

Funding Needed is based on planning level estimates, actual costs/expenses will be determined at time of project scoping

Columbia Gorge/The Dalles Airport (DLS)

2022 FAA 5yr CIP Letter for 2023-2027 - Projects/Funding currently programmed with FAA

For reference non primary entitlements balance prior to any FY2022 funding actions are listed below.

(2019 Expiring)	FY 2019	\$0
	FY 2020	\$0
	FY 2021	\$52,500
	FY 2022	\$150,000
	TOTAL	\$152,500



Federal Aviation Administration

Memorandum

Date: 1/6/2022

To: Columbia Gorge Regional/ The Dalles Municipal Airport

From: Ben Mello

Subject: 2023-2027 CIP

The development of a solid Capital Improvement Plan (CIP) is important to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective. The table below represents the projects that we intend to move forward with at this time; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year.

**Columbia Gorge Regional/ The Dalles Municipal Airport
5-YEAR PROJECTS & PLANNED FUNDING**

Year	Project Name	NPE*	ST/DI	Total
2023	South Apron Rehab & Construct Taxiways Phase II - Construction	\$300,000	\$0/\$2,500,000	\$2,800,000
2024	Carry Over	\$0	\$0/\$0	\$0
2025	Master Plan Update	\$300,000	\$0/\$0	\$300,000
2026	Carry Over	\$0	\$0/\$0	\$0
2027	Carry Over	\$0	\$0/\$0	\$0

Projects originally planned for FY2022 that have been postponed are not addressed in this memo. If you plan to move a FY2022 project into FY2023 for a grant, please talk to your project manager.

*Non-primary entitlement funds are specifically for general aviation airports that show needed airfield development listed in the latest published National Plan of Integrated Airport Systems (NPIAS). Non-primary entitlement funds are calculated