

**AGENDA****REGULAR CITY COUNCIL MEETING****APRIL 28, 2025****5:30 p.m.****CITY HALL COUNCIL CHAMBER****313 COURT STREET****&****LIVE STREAMED****[https://www.thedalles.org/Live\\_Streaming](https://www.thedalles.org/Live_Streaming)**

To speak online, register with the City Clerk no later than noon the day of the council meeting.

When registering include: your full name, city of residence, and the topic you will address.

Upon request, the City will make a good faith effort to provide an interpreter for the deaf or hard of hearing at regular meetings if given 48 hours' notice. To make a request, please contact the City Clerk and provide your full name, sign language preference, and any other relevant information.

Contact the City Clerk at (541) 296-5481 ext. 1119 or [amell@ci.the-dalles.or.us](mailto:amell@ci.the-dalles.or.us).

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Up to three minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. 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.

6. CITY MANAGER REPORT
7. CITY COUNCIL REPORTS
8. 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.

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**CITY OF THE DALLES**

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

- A. Approval of the April 28, 2025 Regular City Council Meeting Minutes
- B. Approval of the April 3, 2025 City Council Joint Work Session Minutes
- C. Authorization of Updated ACH Signers and Notification Recipients

9. CONTRACT REVIEW BOARD ACTIONS

- A. Contract No. 2025-003 Safe Routes to School - Chenoweth Elementary/West 10th/Bike and Pedestrian Facilities

10. ACTION ITEMS

- A. Federal Street Plaza Recommendations
- B. Authorizing the City Manager to Execute Intergovernmental Agreements with Wasco County and Mid-Columbia Fire and Rescue District for Computer-Aided Dispatch and Police Records Management System Services

11. DISCUSSION ITEMS

- A. Planning Commission Restructuring Opportunities

12. EXECUTIVE SESSION

In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

- A. Recess Open Session
- B. Reconvene Open Session
- C. Decision, if any

13. ADJOURNMENT

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This meeting conducted VIA Zoom

Prepared by/  
Amie Ell  
City Clerk

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**CITY OF THE DALLES**

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





## AGENDA STAFF REPORT

### AGENDA LOCATION: Item #8 A-D

**MEETING DATE:** April 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Amie Ell, City Clerk

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

- A. **ITEM:** Approval of the April 14, 2025 Regular City Council meeting minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the April 14, 2025 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 April 4, 2025 City Council Joint Work Session minutes.

- B. **ITEM:** Approval of the April 4, 2025 City Council Joint Work Session minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the April 4, 2025 City Council Joint Work Session have been prepared and are submitted for review and approval.

**RECOMMENDATION:** That City Council review and approve the minutes of the April 14, 2025 Regular City Council meeting minutes.

- C. **ITEM:** Authorization of Updated ACH Signers and Notification Recipients

**BUDGET IMPLICATIONS:** No direct budget impact. This update ensures continued secure and authorized access to the City's ACH (Automated Clearing House) banking functions with the Oregon Department of Administrative Services (DAS).

**SYNOPSIS:** The Department of Administrative Services requires governing body approval for updates to authorized signers and ACH notification recipients. Due to staffing changes, former signers are no longer employed by the City. Staff recommend the following updates:

Authorized Signers:

- Matthew Klebes, City Manager
- Amie Ell, City Clerk

ACH Notification Recipients:

- Matthew Klebes, City Manager
- Nicholas De Leon, Finance Specialist

These updates will ensure appropriate access and oversight of ACH transactions for the City of The Dalles.

**RECOMMENDATION:** Motion to approve Matthew Klebes and Amie Ell as authorized signers, and Matthew Klebes and Nicholas De Leon as ACH notification recipients, for the City's account with the Oregon Department of Administrative Services.

- D. **ITEM:** A Resolution Concurring with The Mayor's Appointments to The Planning Commission.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The Mayor has met with the applicants and recommends appointment.

**RECOMMENDATION:** City Council concurs with the Mayor's appointment to the Planning Commission; and approves Resolution No. 25-017.

MINUTES

CITY COUNCIL MEETING  
COUNCIL CHAMBER, CITY HALL  
OCTOBER 28, 2024  
5:30 p.m.

VIA ZOOM/ IN PERSON

**PRESIDING:** Mayor Richard Mays

**COUNCIL PRESENT:** Ben Wring, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

**STAFF PRESENT:** City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Public Works Director Dale McCabe, Police Chief Tom Worthy

**CALL TO ORDER**

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

**ROLL CALL OF COUNCIL**

Roll Call was conducted by City Clerk Ell. Wring, McGlothlin, Runyon, Randall, Richardson, Mays present.

**PLEDGE OF ALLEGIANCE**

Mayor Mays asked Councilor McGlothlin to lead the Pledge of Allegiance. Councilor McGlothlin invited the audience to join in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

It was moved by Richardson and seconded by Randall to approve the agenda as submitted. The motion carried 5 to 0, Richardson, Randall, McGlothlin, Wring, Runyon voting in favor; none opposed; none absent.

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### **AUDIENCE PARTICIPATION**

Lisa Farquharson, CEO of The Dalles Area Chamber of Commerce shared information about the upcoming 2025 Cherry Festival. She invited all to attend the events that would take place April 25<sup>th</sup> - 27<sup>th</sup> including a parade, community fair, and a Cherry Trail app. She encouraged participation in voting for the Little Royals up until April 21<sup>st</sup>.

### **CITY MANAGER REPORT**

City Manager Matthew Klebes reported;

- A Federal Street Plaza concept plan was finalized and will be presented at the April 28 Council meeting.
- Staff work on animal control ordinance updates.
- Improved staffing levels at the Police Department.
- Delay in forming a sign code ad hoc committee due to workload and staffing levels.
- An action item on the CAD/RMS project for the April 28 meeting.
- Housing strategies implementation continues, including consideration of a multi-unit property tax exemption.
- Ongoing houselessness response efforts and outreach to Mid-Columbia Community Action Council.
- Preparation for May budget meetings, incorporating SIP revenue guidance and new ClearGov budget software.
- Continued progress on infrastructure planning, including the Wastewater Master Plan and Sixth Street feasibility study.
- Communications improvements, including a video series and new Instagram account.
- Productive joint work session with Klickitat County Commissioners focused on revising the airport joint operating agreement.
- Forest Legacy Program funding for the City watershed expected in fall.
- Ongoing recruitments for key positions and internal promotions.

### **CITY COUNCIL REPORTS**

Councilor Runyon reported;

- Community Outreach Team meeting
- Retirement celebration for Economic Development Director Dan Spatz
- Vietnam War Veterans Memorial at Kelly Viewpoint
- Oregon Government Ethics seminar
- Quality Life Internet meeting
- Joint session with Klickitat County Commissioners

## MINUTES

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- Gorge Transit Summit
- Met with Councilor Wring
- Mid-Columbia Veterans Memorial Committee meeting at the new Veterans Service Office

Councilor Richardson reported;

- Federal Street Plaza Committee completed a concept plan with a forthcoming Council presentation and recommended inclusion in the City budget.

Councilor Randall reported;

- Dan Spatz's retirement celebration
- Joint session with Klickitat County Commissioners
- Local Public Safety Coordinating Council

Councilor Wring reported;

- Attended the Federal Street Plaza Committee meeting
- Met with Councilor Runyon
- Participated in Coffee with the Mayor

Councilor --- reported;

- Attended an Oregon State Chamber of Commerce Zoom meeting
- Dan Spatz's retirement celebration
- Joint session with Klickitat County Commissioners
- Announced an upcoming Airport Commission meeting

Mayor Mays reported;

- Participated in multiple meetings and public engagements
- KACI interview
- meeting with Kate Franko of Google
- Oregon Ethics training
- Community Affairs Committee presentation
- Lions Club presentation
- Yard of the Month event
- Meeting with Senator Wyden's representative
- Announced Council evaluation meeting scheduled for April 21 and requested Council remain after Executive Session to receive related materials.

## **CONSENT AGENDA**

City Clerk Amie Ell noted a correction to the draft minutes on page 7. The word “not” would be

removed from the second sentence in the paragraph second to last on the page.

It was moved by Wring and seconded by McGlothlin to approve the Consent Agenda as corrected. The motion carried 5 to 0, Wring, McGlothlin, Runyon, Randall, Richardson voting in favor; none opposed; none absent.

Items approved on the consent agenda were: 1) The minutes of the March 24, 2024 Regular City Council Meeting; 2) Resolution 25-017 concurring with the Mayor's appointments to the Fort Dalles Museum Commission; 3) Authorizing purchase of Materials – OT Hardware and Software for the Wicks Water Treatment Plant SCADA Phase I Upgrade Project

### **ACTION ITEMS**

#### **Adoption of General Ordinance No. 25-1413, amending certain provisions of The Dalles Municipal Code Chapter 6.02 (Overnight Parking in City-Owned Parking Lots)**

City Attorney Jonathan Kara reviewed the staff report.

Runyon asked for clarification of what was meant by trailer in the Ordinance and if that was referring to commercial trailers or trailers found with commercial equipment.

Kara read the definition of trailer that was included under Chapter 6.04.

Runyon stated an oversized vehicle was typically a commercial vehicle, often identified by permits for transporting heavy equipment or similar items. This included accompanying trailers, which were also considered commercial if permitted for their type and size.

Kara said the intent of the direction he received was to prohibit most trailers—specifically, those drawn behind a vehicle and lacking an engine. He noted commercial trailers would be included in the prohibition, but the restriction was not limited to commercial types. The intent was reinforced by the change in item two, which prohibited vehicles or trailers from extending beyond a designated parking space. He said if a vehicle or trailer did not fit entirely within a space, it would have provided grounds for the City Manager to revoke the permit.

Klebes said an example was there had been people parking lengthwise across multiple spaces and they wanted to ensure the parking lot layout was being followed.

Richardson asked if the proposed ordinance was to solve a problem or to get ahead of one.

Kara said the timing of the ordinance was intentional, as the goal was to bring it to Council before July 1, when a new season of permits would begin. He noted over the past year, various

issues had arisen and were addressed on a case-by-case basis. The proposed changes provided an opportunity to address those issues more holistically. He deferred to the City Manager for specific examples.

Klebes said there were instances where trailers received permits and were parked in the area, or where vehicles were parked across marked lines, creating restricted conditions. He explained the lack of clarity at the time limited the City's ability to restrict or revoke permits.

Kara said none of the past instances resulted in enforcement. Individuals who were issued permits for their trailers still held valid permits. The intent was to address the issue before entering another permit year.

Wring asked if there would be an exemption or permitting process for commercial vehicles parked long-term during active projects, such as the plaza and First Street projects. These vehicles would likely need to be parked long-term while infrastructure work, like water main replacement, was underway.

Kara confirmed exceptions were already included in the ordinance, clarifying tonight's ordinance only contained minor changes. He explained Chapter 6.02 has exceptions, including for City vehicles, among others.

Klebes said the permits apply to parking lots that were properly posted. He noted that if flexibility was needed in those parking lots for projects, it would be a simple matter of temporarily removing the signage to free up space and then replacing it afterward.

It was moved by McGlothlin and seconded by Wring to adopt General Ordinance No. 25-1413 by title only.

Mayor Mays asked if any Councilor would like the Ordinance read by the City Clerk in its entirety. None requested. Ell read the ordinance by title only.

The motion carried 5 to 0, McGlothlin, Wring, Runyon, Richardson, Randall voting in favor; none opposed; none absent.

Adopting General Ordinance No. 25-1412, amending TDMC Title 7 (Public Protection) by creating TDMC Chapter 7.22 (Fireworks)

City Manager Matthew Klebes reviewed the staff report.

Wring asked how the public would be notified when state or county triggers prohibited the use of fireworks.

Klebes said this would be work for the City Clerk / Public Information Officer position and stated she had been working on various public communication plans. He suggested notifications could include a website banner, Facebook posts, press releases, and spots in regular radio and video updates. He asked the Clerk/PIO if there were other ways firework restrictions would be posted.

Ell added the Public Works Department would assist by placing digital reader signs on both ends of town to help notice the restrictions.

Kara mentioned the ordinance includes a provision in Section 722.030.B, which requires the City Manager to promptly publicize the conclusion of a state of emergency. This would be done conspicuously on the City's website, social media accounts, and any other means reasonably calculated to provide actual notice to the public.

It was moved by Randall and seconded by Richardson to adopt General Ordinance No. 25-1412, by title only, as presented. The motion carried 5 to 0, Randall, Richardson, Wring, McGlothlin, Runyon voting in favor; none opposed; none absent.

Proposed FY25/26 wage and cost of living adjustments

City Manager Matthew Klebes reviewed the staff report

Mayor Mays asked the City Manager to explain the significance of the first column of the non-union wage table on page 36. He noted it starts with "DH1," which he assumed refers to department heads, and goes down to "MG," and then includes "OP."

Klebes explained the classifications represent different grades for each position. He confirmed "DH" stands for department head and apologized for possibly misstating the other abbreviations. He suggested "MG" might refer to manager, "OP" could be operator or office personnel, and "SP" might stand for specialist.

It was moved by Wring and seconded by McGlothlin to approve the fiscal year 2025-2026 Non-Union Wage and SEIU Tables as presented effective July 1, 2025.

Richardson asked for clarity on the nomenclature and if there were names or positions should be retitled.

Klebes explained the individual pay grades are simply a structure used to label each pay grade. He said specific pay ranges could be referred to as "MG2," "DH4," or "OP4," with the labels corresponding to particular pay ranges. He said no updates to this structure were needed at this



time. However every three years there was a review of the pay tables holistically, and that review would occur next year. While the structure and naming convention could be reviewed, they currently serve the purpose of identifying pay grades rather than specific positions.

The motion carried 5 to 0, Wring, McGlothlin, Randall, Richardson, Runyon voting in favor; none opposed; none absent.

### **DISCUSSION ITEMS**

#### **Discussion on proposed amendments to TDMC Chapter 5.20 (Dog Control)**

City Manager Matthew Klebes introduced the staff report and City Attorney Jonathan Kara reviewed each item and asked for Council direction for each. Kara also invited Animal Control Officer Jake Baker to participate in answering Council questions.

Kara said he would first like direction with the leash law item.

Mayor Mays asked Suny Simon Director of Columbia Gorge Humane Society (CGHS) to share her perspective on a leash law.

Simon said the leash law issue was about control. She said the number of dogs at large had overwhelmed the shelter, making it hard to maintain police kennels and limiting their ability to accept owner surrenders. She said the lack of a leash law was contributing to overpopulation in both the shelter and the City. While she acknowledged some dogs may not need a leash, she supported a law with flexibility, including possible use of E-collars. She said she hoped for a clear definition of “under control” and a workable compromise.

Mayor Mays asked Simon to explain how not having a leash law affected the number of dogs at the facility.

Simon said dogs were often brought in after being let out without supervision. Owners sometimes failed to call within the required three days or could not afford the \$50-per-night fee, leading to high balances. While staff tried to return dogs to owners, the process was difficult. Mayor Mays asked if Simon had an estimate of the number of at large dogs they received. Simon said they had taken in eight dogs that week and noted for every two adopted, three more often arrived.

Baker said many owners let dogs out without containment, assuming they stay nearby. He often found dogs wandering and followed them home. He said a leash law could encourage better supervision, especially in public areas without fencing.

Richardson said a leash law made sense, though it might frustrate some. He observed that most dog owners already walk their dogs on leashes and felt the law would mainly affect irresponsible owners, which he supported.

Runyon agreed with the leash law, noting responsible dog owners already use leashes. He mentioned while he liked dogs having the ability to roam, it could create issues, and the shelter was overwhelmed with both strays and surrendered dogs. He supported the leash law but also suggested allowing alternatives, like electric collars, for those who preferred them. He emphasized the importance of enforcing dog licenses to track these alternatives. He said the law would improve public and dog safety and believed the majority of owners would follow it. He was in favor of the leash law.

Wring supported the leash law but raised two concerns: where people could take dogs to throw a ball, suggesting more dog parks, and how enforcement would work, questioning the penalties for non-compliance and the incentives for people to use leashes or fences.

McGlothlin said responsible dog owners use E-collars at Sorosis Park to control their dogs and suggested they could be an alternative to leashes. He stressed the need for enforcement to prevent dogs at large and address capacity issues at the Humane Society, which sometimes turns away dogs. He also noted confusion about dog licensing and its enforcement, recommending clearer policies and better management. He supported controlling dogs with a leash or electronic collar, noting enforcement is the key challenge.

Richardson said solving the issue would require collaboration with multiple partners, including the Columbia Gorge Humane Society, the County Animal Control Program, and potentially the Parks District to discuss the viability of a second dog park.

Mayor Mays expressed concern about penalizing dog owners who played fetch with their dogs at parks or schools, especially when there were no suitable dog parks available.

Kara said the issue was a community matter, with various partners like the school district, parks district, and county involved. He noted many properties, such as those at Sorosis, were not owned by the City of The Dalles. He asked if the parks district had any rules regarding dogs on or off leashes.

Runyon said he had been told Sorosis Park had signs posted that dogs were to be on a leash.

Kara noted if the city adopted a leash law, it could spark broader community changes, including possibly converting parks or creating spaces for off-leash dog activities, especially if there was public demand.

Richardson suggested including language with exceptions when the council revisited voting on the ordinance.

Kara said he had been working on a draft ordinance that included exceptions for dogs running at large. The draft specified control meant on a leash but allowed exceptions for dogs in a vehicle, legally hunting, or in designated off-leash areas, such as a dog park. The ordinance was designed to accommodate future off-leash areas, even if only one dog park had allowed it at the time.

Runyon said he supported the ideas discussed, including exceptions for dogs under control, like when playing fetch. He emphasized the need for public input and stated there was no rush to pass anything. He encouraged the media to help spread the word and gather feedback from the community.

McGlothlin suggested the riverfront park on the eastern area and the property off the riverfront trail could have been potential sites for a dog park. He acknowledged the Port owned the property and mentioned concerns around liability, but noted these areas were large and remote, making them possible alternatives for development.

Kara said he had researched comparable cities and their leash laws. Baker City required leashes with no exceptions but had dog parks. He added Hermiston, Lincoln City, Madras, Pendleton, Roseburg, and Prineville also required leashes, typically with exceptions for designated off-leash areas. Newport allowed voice control generally but required leashes in parks. Lebanon allowed off-leash dogs only during supervised training. He noted none of the cities he reviewed allowed electronic collars.

Randall said he supported adopting a leash law and was surprised the City did not already have one. He believed a comprehensive animal control ordinance, including a leash law with exceptions, could prompt public demand for dog parks and encourage more responsible pet ownership.

Klebes said a leash law would mainly apply to dogs in the public right-of-way or those wandering off private property. He added other agencies, like Parks and Recreation or D21, would still set their own rules.

Kara said the same applied to County-owned properties like Kramer Field. The City could help enforce other entities' ordinances, but those areas remained under the owners' control.

Simon stated a leash law was necessary to manage the shelter's growing burden, as many dogs were let out unsupervised. She noted the situation had worsened over her 20 years of involvement with the shelter.

Baker explained most dog bites in the city occur during dog fights, often when owners try to break them up. A leash law would give owners more control and prevent these situations. He said the County's canine officer works effectively with an e-collar, demonstrating its success, especially for recall. However, he noted in situations with two dogs, the e-collar may not be as effective for controlling interactions.

Mayor Mays acknowledged consensus but noted a leash law would increase staff's workload. He suggested staff assess resources for enforcement.

Kara said the next item was a limit on the number of adult dogs. The Animal Control Officer had recommended a limit of four adult dogs and one female for breeding, with no limit on litters under six months. Most nearby cities had no limits, while Baker City allowed four dogs with a special permit. Roseburg allowed up to four in single-family homes and two in multi-family dwellings. Exceptions for businesses like groomers or boarding facilities applied.

McGlothlin stated he agreed with the proposed limit.

Wring said he was not opposed.

Randall said four dogs was a reasonable number but suggested tying the limit to property size, similar to the previous ordinance, with a possible limit of two dogs for duplexes.

Richardson agreed.

Kara said the next item to discuss was impoundment. Expanding the animal control officer's authority to impound abandoned dogs, dogs that had bit someone, or were left unattended while tethered in a public right of way would be beneficial. He also proposed giving discretion to return dogs directly to their owners, improving efficiency and reducing fees to owners.

Baker said he encountered situations where dogs were left tethered for hours without food, water, or shelter, and he lacked the authority to impound them. He supported expanding his authority to remove dogs from these situations and later find their owners.

Mayor Mays asked if Council agreed.

McGlothlin said he agreed.

Richardson suggested clarifying the Animal Control Officer's authority regarding dogs in hot, locked cars, noting the need for clear direction on what is appropriate.

Kara said he recalled an example of this occurring where the animals were taken to the humane society and held as evidence. These types of cases would be prosecuted as animal abuse criminal cases in Wasco County Circuit Court.

Wring said he was generally in agreement and said he was again concerned about enforcement.

Klebes said this provision could generate efficiencies by allowing the dog to be returned nearby rather than taken to CGHS for processing.

Kara explained the first six public nuisance provisions—dogs at large, chasing people or vehicles, damaging property, causing continuous annoyance, scattering garbage, and being classified as a potentially dangerous dog—were required under state law and already adopted into City code. He then listed six proposed local additions: exceeding the allowed number of dogs, escaping confinement three times within a year, abandonment off premises, unsanitary premises, failure to remove a deceased dog from public property within 24 hours, and failure to remove dog feces off premises. He noted other Oregon cities with similar dog waste ordinances and clarified while The Dalles currently lacks a direct provision, enforcement has occurred through other avenues.

Mayor Mays asked Council for direction on the six nuisance provisions. Council gave direct to include as public nuisance;

- Using the proposed number of exceeding four dogs;
- a dog that escapes confinement three times in a 12-month period;
- a dog found abandoned off-premise, defining abandoned as 1 hour if the dog is barking otherwise 4 hours;
- unsanitary premises;
- a dog carcass left for more than 24 hours off premises; and
- failure to remove dog feces off premise.

Kara introduced dog licensing as the last item. He said while the City required annual licensing, it had not been enforced. Proposed amendments changed the requirement to a three-year license expiring July 1, aligning with rabies vaccination cycles and Council's previous direction. He added most cities had annual licenses, though some, like Pendleton, used a three-year model.

McGlothlin supported implementing a digital dog licensing program, with proceeds and related fees directed to the Humane Society. He suggested an annual model and raised a question about verifying rabies vaccinations.

Randall agreed licensing should be required and suggested it be tied to required inoculations. He questioned the frequency of rabies vaccinations, asking whether they occur every three years or are a one-time requirement.

Klebes emphasized the importance of engaging local veterinarians in the dog licensing process, suggesting collaboration with the City and the Columbia Gorge Humane Society. He noted vets already check for rabies tags during visits and supported tying licensing to the three-year rabies vaccination cycle. He also proposed an annual licensing option at a lower cost to increase accessibility, while acknowledging the need to balance administrative burden. He explained licensing information was previously available on the Home At Last website, but communication and process clarity had diminished over time due to transitions within the Humane Society. He recommended reestablishing partnerships with local vet offices to support the licensing process.

McGlothlin noted past instability in the licensing process, which led to inconsistent follow-up. The City's recently purchased financial software includes various. He asked whether it might support a dog licensing function.

Kara said dog licensing was a well-established industry and many veterinary medical facilities, including those within City limits, already used software capable of managing licensing as part of their systems. He noted this information had been shared by veterinary representatives and some of the licensing features were currently unused. Kara requested Council direction on whether licensing should occur annually or every three years, and indicated there appeared to be general support for a three-year model.

McGlothlin preferred 1 year. Wring 3 years. Runyon said either 1 or 3. Randall preferred 3. Richardson did not have an opinion.

Randall asked about considering including microchipping.

Kara explained dog licensing typically included issuing a tag to be worn when the dog was off-premises. He noted an exception had been drafted to exempt dogs from the tag requirement if they were microchipped and the chip contained the owner's name and address.

Councilor Runyon supported dog licensing but questioned its implementation details. He proposed including identification tags for dogs and suggested a three-year licensing model with a discount for owners with multiple dogs. He recommended reduced fees for spayed or neutered

dogs, dogs owned by elderly individuals, a fee waiver for guide or service dogs for the visually impaired, and a veterans' discount. He also raised concerns about affordability and emphasized the need to understand enforcement costs before allocating funds to the Humane Society.

Kara explained proposed amendments would set the dog licensing fee through the City Council, replacing the outdated Wasco County fee. He suggested requiring vets to inform clients of the city's licensing requirements, collect fees, and remit them to a designated facility like CGHS. Kara also proposed the animal control officer educate those suspected of violations, focusing on voluntary compliance initially.

Kara confirmed City Council was open to setting its own dog licensing fee and proposed adding a reduced fee for veterans, in addition to reduced fees for spayed/neutered dogs, elderly individuals, and no fees for guide or service dogs. These reduced fees would be set by the fee schedule, which would be updated in June. Regarding veterinary medical facilities, Kara suggested requiring vets to inform clients or provide information for follow-up, with CGHS potentially issuing licenses. He noted dog licenses could be obtained through various channels, including the city, veterinary offices, and the Humane Society, making use of all contact points with dogs and their keepers.

Richardson said he supported the four points raised. He asked for clarification on the benefits of a dog licensing program.

Kara explained the benefits of dog licensing, including ensuring public health through rabies vaccination, helping return lost pets, distinguishing between strays and pets, funding local services like animal control and shelters, and encouraging responsible ownership. He also mentioned licensing supported law enforcement and emergency response, as it provided proof of ownership. Additionally, while counties were required to have dog control programs, cities were not, but if a city adopted one, it had to include a licensing component, which the City of The Dalles had yet to fully implement.

Klebes emphasized the importance of the partnership with Columbia Gorge Humane Society, noting it was vital for local pet services, especially during the transition from Home at Last. He thanked Simon for the Humane Society's role in the licensing program and for supporting the community's needs.

Simon raised a concern about the cost of rabies vaccinations required for licensing in Wasco County. She pointed out the expense of both the vaccination and the vet visit can be a financial burden for pet owners, especially those who struggle to afford basic veterinary care.

Kara highlighted the challenge of determining individuals' financial situations and the administrative burden it would have created. He said being able to afford a veterinary visit likely indicated the capacity to care for a pet. He noted the rabies vaccination was crucial for public health, as rabies is a deadly disease that affects both humans and animals. The state authorized technicians to administer the vaccine, meaning a veterinary technician, not just a doctor, could provide the service.

Kara said the goal was to align the animal ordinance with its planned introduction on July 1. A media campaign would be launched to advertise the ordinance, with special notice of the meeting sent to all relevant stakeholders, including Miss Simon. The municipal judge, who was unable to attend due to a family health issue, had contributed to the ordinance's development. Notices were also sent to veterinary offices in the city.

### **EXECUTIVE SESSION**

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

Mayor Mays recessed Open Session at 7:59 p.m.

Mayor Mays reconvene Open Session at 8:15 p.m.

It was moved by Randall and seconded by Richardson to authorize the City Manager to execute the bilingual pay addendum with SEIU, effective May 1, 2025, upon SEIU approval. The motion carried 5 to 0, Randall, Richardson, Wring, McGlothlin, Runyon voting in favor; none opposed;

It was moved by Wring and seconded by Runyon to authorize the City Manager to execute the insurance MOU with SEIU, effective July 1, 2025, contingent upon SEIU approval. The motion carried 5 to 0, Wring, Runyon, Richardson, Randall, McGlothlin voting in favor; none opposed; none absent.

Klebes said his intent was to apply similar verbiage and standards regarding the health insurance premium shares between the City and employees for all exempt staff, mirroring what was being done with SEIU and the police union.

Mayor Mays said he, Wring, and Randall had met about a month prior to discuss the evaluation process. He provided three folders to each councilor: one for the City Manager, one for the City Attorney, and one for the Municipal Judge. Each folder contained a self-evaluation, a blank form for evaluating job performance, and a copy of last year's performance evaluation. He scheduled the next meeting for Monday at 10 o'clock and asked if there were any questions.



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Klebes stated the wage table included in the packet for the meeting reflected the 3% increase. He clarified the table should also show each department head's actual wage and their step, as indicated by the mayor. He encouraged everyone to use the sheet in the packet and check that the numbers match, confirming the 3% inclusion.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 8:20 p.m.

Submitted by/  
Amie Ell, City Clerk

SIGNED: \_\_\_\_\_

Richard A. Mays, Mayor

ATTEST: \_\_\_\_\_

Amie Ell, City Clerk

MINUTES

CITY COUNCIL & KLICKITAT COUNTY BOARD OF COMMISSIONERS  
JOINT WORK SESSION

COLUMBIA GORGE REGIONAL AIRPORT

APRIL 3, 2025

10:00 a.m.

VIA ZOOM/ IN PERSON

**PRESIDING:**

Mayor Richard Mays

**COUNTY COMMISSIONERS:**

Ron Ihrig, Lori Zoller, Todd Andrews

**COUNCIL PRESENT:**

Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

**COUNCIL ABSENT:**

Ben Wring

**STAFF PRESENT:**

City Manager Matthew Klebes, City Attorney Jonathan Kara, Police Chief Tom Worthy, Finance Director Angie Wilson, Airport Manager Jeff Renard, Executive Assistant Abigail Jara

**CALL TO ORDER**

The meeting was called to order by Mayor Mays at 10:05 a.m.

**DISCUSSION ITEMS**

Mayor Mays stated the purpose of the joint work session was to provide an opportunity for the City of The Dalles and Klickitat County to become better acquainted as collaborative agencies, and to begin discussion on the 2002 Joint Operating Agreement (JOA), which both parties acknowledged is in need of revision after 23 years.

**Introductions**

Each attendee introduced themselves, sharing background and connection to the region.

## MINUTES

### City Council Work Session

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Mayor Mays explained City of The Dalles has a different form of government. He noted in this system, the City Manager functioned as the Chief Executive Officer. All city staff except the City Attorney, who reports to the Council. The Council sets policy, while the City Manager and staff handle daily operations.

Mayor Mays asked if the elected District Attorney also served as the county's attorney, and Quesnel confirmed.

Kara clarified that while this was once the case in Wasco County, the roles are now separate. He noted some Oregon counties still combine the positions, but Wasco County uses special counsel, currently provided by Campbell Phillips with Kristin Campbell.

Commissioner Ihrig said the County Auditor and the County Treasurer were also elected officials for Klickitat County.

City Manager Klebes provided an update on the City's current initiatives. He highlighted several key projects and efforts:

- Recently adopted updated Water Master Plan, critical projects included; replacing the water treatment plant, upgrading transmission lines, and raising the height of the Crow Creek Dam to increase water storage capacity.
- Updating Wastewater Master Plan later this year.
- Street and stormwater projects included; 6th Street widening project adding a center turn lane and the 12th Street extension project aimed at improving infrastructure for housing development.
- Noted challenges posed by the National Scenic Area boundary, which restricts urban growth but emphasized City efforts to maximize land use within city limits, such as the Brownfield program.
- The Columbia Gorge Urban Renewal Agency downtown projects included; redevelopment of the Tony's Town & Country site and First Street streetscaping.
- Work on a Plaza on Federal Street.
- Other initiatives included; digitizing city records, updating animal and dog control ordinances, and regulations around fireworks.

## MINUTES

### City Council Work Session

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- Collaborating with Klickitat County and Columbia Gorge Community College for new T-hangars and a new master plan at the Airport.

Commissioner Andrews asked when future expansion of the urban growth boundary might be possible.

Klebes responded that expanding the urban growth boundary requires a specific process and is limited by the National Scenic Area. He said retraction of the NSA is not currently feasible, and no effective process has been identified to change its boundary.

Commissioner Andrews asked if expanding the urban growth boundary would be easier without the National Scenic Area and noted that areas like Dallesport could offer growth opportunities.

Klebes explained that Oregon cities must maintain a 20-year supply of buildable land for employment or housing. If the City runs out of land within that period, it could justify expanding the urban growth boundary; however, doing so would be difficult, as the City is entirely surrounded by the National Scenic Area. Expansion would require a state-level retraction of the Scenic Area boundary.

Mayor Mays noted the Scenic Area includes six counties: Klickitat, Clark, Skamania, Wasco, Multnomah, and Hood River. He said although there is demand for housing and development, urban growth boundary expansions have been repeatedly blocked due to Gorge Commission restrictions since the Scenic Area's establishment in 1986.

Commissioner Ihrig discussed ongoing planning and development efforts in the County, including a major solar and battery storage project. He noted the critical area ordinance update should be ready for review in the coming months and highlighted ongoing public meetings to update the County's comprehensive plan, in place since the late 1970s.

Commissioner Ihrig clarified the discussion included updates to both the critical area ordinance and the County's comprehensive plan, which covers areas outside Goldendale, Bingen, and White Salmon. The County only manages wastewater when systems fail, as most are handled by the PUD. He cited Bickleton as an example where a new water system by the PUD prevented County involvement and emphasized the importance of that partnership.

Commissioner Zoller summarized the broad responsibilities of the Klickitat County Board, including work with department heads across economic development, planning, and health. She emphasized the need to update the County's Comprehensive Plan to guide development for the next 20 to 50 years and noted the County supports its three incorporated cities while acting as the

governing body for unincorporated communities. Klickitat's geographic and cultural diversity adds complexity to governance.

She listed key efforts including water rights, short-term rental regulation, nuisance compliance, and road program oversight. She highlighted the County's involvement with the National Scenic Area, praised former member Sandra Clark, and commended her replacement, Val Fowler. Additional updates included environmental cleanups at industrial sites, the new Department of Corrections, support for Hood River Bridge replacement, software transitions, and fireworks policy discussions.

Commissioner Andrews reported working closely with Richard Foster on development through MCCED and Klickitat County Public Economic Development Authority (KCPEDA). He expressed optimism about the airport's potential following a tour with Jeff Renard and noted growing momentum despite past challenges.

Klebes asked for a brief overview of KCPEDA for the benefit of the councilors.

Foster explained KCPEDA is a 15-member board focused on economic development in Klickitat County, with representation from the Port, PUD, incorporated cities, and seven at-large members.

Commissioner Ihrig said County Commissioners hold legislative, administrative, and quasi-judicial roles, which limits communication outside public meetings. Independently elected officials like the Treasurer, Auditor, Sheriff, and Prosecutor add complexity. All official communication should go through the BOCC email for transparency.

Mayor Mays inquired about department oversight in Klickitat County, noting that in The Dalles, department heads report to the City Manager. Commissioner Ihrig explained that most department directors report to the Board, while independently elected officials manage their own departments. The Board's authority is mainly limited to budget approval.

Commissioner Zoller noted that internal communication is challenging in Klickitat County, as discussions with department directors must be shared with the full Board during official sessions.

Commissioner Ihrig stated that the Board meets weekly on Tuesdays, with additional workshops on Thursdays to review the budget and departmental priorities. He confirmed that meetings are held in Goldendale, with Tuesday sessions available via Zoom. Thursday workshops are in-person with department heads and are not streamed.

Mayor Mays acknowledged that Klickitat County commissioners serve on various committees, similar to Wasco County. Commissioner Ihrig mentioned his involvement in transportation-

## MINUTES

### City Council Work Session

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Page 5

related groups, such as the RTC, emphasizing the importance of engagement in state and federal funding processes.

Mayor Mays asked Commissioner Zoller how long she had served as the county's representative to the airport. Commissioner Zoller shared that she has been working with the airport board for two years and highlighted challenges with the decision-making process, which requires consensus and often slows progress.

City Manager Klebes explained that the Airport Manager reports to both him, the Klickitat County Commission, and the Airport Board, which includes representatives from both entities. He emphasized the inefficiencies of the jointly operated airport and suggested revisiting the Joint Operating Agreement (JOA) to improve coordination.

Councilor McGlothlin asked about the status of the gravity-fed generator project from the Goldendale plan. Commissioner Ihrig responded it was still undergoing the permitting process.

Councilor Runyon inquired about Klickitat County's management of complex projects without a central administrator, asking whether they rely on consultants or internal staff. Commissioner Ihrig explained that department directors, such as the Planning Director, typically oversee such projects, with involvement from the Economic Development Administrator. The discussion also included the potential benefits of reinstating a County Administrator. Commissioner Andrews noted the county had this position in the past, and Commissioner Zoller emphasized the county's effective department communication, with weekly updates and follow-up action by the board. Commissioner Ihrig mentioned the county's reliance on staff, like the HR Director, and ongoing discussions about creating a County Administrator role. Mayor Mays noted the City's frequent meetings with department directors, which may reduce the need for such a position.

The City and County began a discussion of finances, with highlights including the City's solid financial situation, partly due to Google revenues, which will help offset a water rate increase. The County's financial outlook is positive, with major revenue sources coming from property taxes and landfill contracts, although a \$1 million budget decrease resulted from the loss of some landfill contracts. Both the City and County emphasized the importance of avoiding reliance on reserves for long-term financial stability. The County also plans a budget workshop in June to assess available funding, particularly in light of uncertainty around state and federal funding.

They discussed the impact of renewable energy projects on revenue. Challenges included the requirement to refund sales tax on green projects and changes in state tax policy that have reduced expected revenues, shifting costs to local property owners. However, potential future revenue from large-scale projects like pump storage and data centers was highlighted, particularly if the County is able to retain sales tax. The County also raised concerns about the

## MINUTES

### City Council Work Session

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state's role in overriding local planning decisions related to green energy projects, which has financial implications for local projects and services.

The meeting recessed and reconvened at 11:25 a.m.

The discussion focused on the outdated 2002 Joint Operating Agreement (JOA) for the airport. Commissioner Zoller reviewed the agreement, noting it was outdated and required only minor housekeeping updates. She suggested a collaborative review process with both the City Council and County Commissioners to ensure a shared vision for the airport's future. Zoller also pointed out an issue with the term "Oregon airport located in Washington" and emphasized that the airport is subject to Washington state regulations.

Renard clarified the origin of the "Oregon airport" designation, tracing it back to a 1941 document when Dallesport was not incorporated. He confirmed that despite the designation, the airport follows Washington state laws. Klebes noted outdated elements in the JOA, including references to a golf course and unclear budgeting timelines. He called for clarifying the overlap of Oregon and Washington law and improving the airport board's structure.

Quisnel expressed concerns about the airport board's role, suggesting a reevaluation to better reflect current operations. Mayor Mays acknowledged the need for a revision and proposed forming a small working group with representatives from both the City and County to begin the review process. Commissioner Ihrig suggested including an Airport Board member and staff in the group.

The group agreed that the City's Attorney and City Manager would represent the City in meetings, aiming to finalize an agreement within six months. Kara offered to create a draft for comparison, and Councilor McGlothlin recommended communicating through the attorney to avoid conflicts of interest.

Mayor Mays raised the possibility of altering the airport's operational structure and asked if the group was open to considering changes beyond the current framework. Councilor Runyon confirmed that structural changes would be reviewed in committee meetings, considering all necessary legal requirements.

The committee was finalized to include City Manager Klebes, City Attorney Kara, Councilor McGlothlin, Commissioner Zoller, and Mr. Quesnel. Mayor Mays scheduled the first meeting and requested initial comments on the JOA to be shared for the first redlined draft, with the goal to return the revised document within six months.

## MINUTES

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Klebes then inquired about the County's process for setting agendas, comparing it to the City's practice of distributing packets 7–10 days in advance. Commissioner Ihrig explained that the County's process differs, with agenda items reviewed by 10 a.m. on Thursdays for the following Tuesday's meeting, without regular staff meetings. Agenda scheduling depends on availability and may require two weeks' notice. Commissioner Zoller explained that the Airport Manager submits agenda items through Mr. Quesnel for approval. Quesnel added that to be placed on the agenda, consult with the Clerk and provide a time frame for scheduling.

Commissioner Andrews asked the Mayor about the City's perspective on the airport's value and its future goals. Mayor Mays highlighted economic development as a key benefit, despite the lack of property or sales tax revenue from airport-related developments. Klebes emphasized the airport's role as an economic driver for the region and its untapped potential, benefiting both The Dalles and Klickitat County.

Mayor Mays noted the biannual meetings with elected officials in Washington, D.C., and offered to carry any concerns from Klickitat County. Klebes shared past collaboration on Congressionally Directed Spending (CDS) requests, including support for the airport, and inquired about Klickitat County's vision for the airport.

Commissioner Andrews stressed the need for a balanced approach, acknowledging the limited financial gain from the airport while focusing on revenue generation. He emphasized bringing all stakeholders together for clearer direction over the next decade.

Commissioner Zoller emphasized the airport's value for the county, praising improvements like the fuel system and the growing military presence, which would increase revenue. She mentioned the airport's designation as a state emergency staging area in the event of a major disaster and noted the potential for military reserves at the airport.

Renard confirmed the airport's inclusion in resiliency plans for both Oregon and Washington and its capability for emergency transport. Commissioner Zoller expressed hope for future discussions on developing military reserves at the airport.

Klebes clarified that while the airport is an economic asset, it operates as an enterprise fund, with its revenues dedicated to sustaining the airport. He expressed confidence that upcoming projects would make the airport self-sustaining, cash-positive, and able to reinvest in itself.

Councilor McGlothlin inquired about the airport's 1941 federal designation, questioning whether the name accurately reflects its location and the relationship between the entities. Commissioner Zoller expressed concerns about the challenges of complying with Washington's regulations despite the airport being labeled as an Oregon airport.



## MINUTES

City Council Work Session

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Councilor McGlothlin asked whether renaming or re-designating the airport might be beneficial. Renard clarified that the airport is co-owned and that changing its designation could complicate federal grants and operations. Klebes acknowledged the historical Oregon designation but suggested clarifying the current situation, noting the airport's location in Washington.

Councilor McGlothlin proposed revisiting the 1941 designation to address concerns, though Commissioner Andrews clarified he had not heard discussions about renaming the airport. Renard agreed to provide the original 1941 airport document to the group.

Klebes emphasized the importance of maintaining the Oregon designation for grant eligibility, a point confirmed by Renard. Commissioner Zoller asked Richard Foster about potential issues with state grants, and Foster explained that Oregon grants offer more flexibility than Washington grants, which are typically more restrictive.

Klebes added that when applying for grants, the airport is framed as an Oregon facility for Oregon grants and a Washington location for Washington grants. Despite challenges, Commissioner Andrews noted the bi-state partnership has been beneficial for securing funding.

Renard highlighted the importance of leveraging funds for projects, citing the recent south apron and taxiway updates, which were made possible through congressional support. Foster added that Washington state grants hold the county liable but did not foresee significant concerns.

Kara asked if changing the designation to Washington would affect grant eligibility, to which Foster responded that it would not. Quesnel proposed the creation of an independent co-owned entity for airport management, which could avoid political changes and ensure stability. Kara supported exploring this model, noting it may take more time than expected.

Mayor Mays suggested meeting annually after decisions are made.

Commissioner Ihrig motioned to adjourn the workshop, which was seconded by Commissioner Andrews and passed unanimously.

Mayor Mays then called for a motion to adjourn the City of The Dalles workshop. Councilor Richardson moved, and Councilor Randall seconded. The motion to adjourn.

## **ADJOURNMENT**

Being no further business, the meeting adjourned at 12:25 p.m.

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Submitted by/ Abigail Jara, Executive Assistant

MINUTES  
City Council Work Session  
April 3, 2025  
Page 9

SIGNED:

\_\_\_\_\_  
Richard A. Mays, Mayor

ATTEST:

\_\_\_\_\_  
Amie Ell, City Clerk

DRAFT

**RESOLUTION NO. 25-019**

**A RESOLUTION CONCURRING WITH THE MAYOR'S  
APPOINTMENT TO THE PLANNING COMMISSION**

**WHEREAS**, there is a vacancy on the Planning Commission;

**WHEREAS**, the Mayor has elected to appoint Steve Light to fill the open position;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS  
FOLLOWS:**

Section 1. The City Council concurs with the appointment of:

Steve Light to the Planning Commission to fill the vacant position, with term ending  
April 30, 2029

Section 2. This Resolution shall be effective April 28, 2025.

**PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF APRIL, 2025.**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR 28<sup>th</sup> DAY OF APRIL, 2025.**

SIGNED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
  
Richard A. Mays, Mayor Amie Ell, City Clerk



## AGENDA STAFF REPORT

### AGENDA LOCATION: Item #9A

**MEETING DATE:** April 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Dale McCabe, PE, Public Works Director

**ISSUE:** Recommendation for award of the SRTS – Chenowith Elementary West 10<sup>th</sup>/Bike and Ped Facilities, Contract No. 2025-003

**BACKGROUND:** The City of The Dalles Public Works Department advertised for bids for the ODOT SRTS – Chenowith Elementary West 10<sup>th</sup>/Bike and Ped Facilities, Contract No. 2025-003 project. 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 to construct storm drainage, concrete sidewalk and roadway improvements along West 10<sup>th</sup> Street. All work will be conducted in accordance with the contract documents.”

The City of The Dalles adopted Transportation System Plan and the North Wasco County School District Safe Routes to School Plan both identify projects to install infrastructure improvements, particularly bike and pedestrian facility improvements, on West 10<sup>th</sup> Street. The Transportation System Plan identifies West 10<sup>th</sup> Street as a Major Collector Street. Because of the size of this project and the associated available funding, this project will be constructing the identified improvements only on the east side of West 10<sup>th</sup> Street between Snipes Street and Chenowith Loop Road.

The related improvements to be installed with this project will consist of installing an ADA accessible pedestrian sidewalk at all locations where sidewalk currently does not exist. ADA accessible curb ramps will be installed at all intersections along this segment. Also, at the intersections of West 10<sup>th</sup> Street and Chenowith Loop Road and West 10<sup>th</sup> Street and Emerson Street, rectangular rapid flashing beacons (RRFB's) will be installed along with new high-visibility continental crosswalks. Along the segment between Hostetler Street and Chenowith Loop Road, an ADA accessible temporary paved pedestrian and bike path will be constructed along with installing high-visibility continental crosswalks at the three existing parking lot drive entrances. The improvements to be installed along the Wahtonka Campus frontage are proposed to be a

temporary paved section at this time as it is unknown how the campus property will ultimately be improved. Any new or redevelopment of that property will require new permanent infrastructure improvements to be installed at the time of the re-development of that property.

The City's Storm Water Master Plan identifies the need to upsize the storm water collection system that currently exists between Hostetler Street and Emerson Street. Currently when there is a large rain or snow melt event, substantial roadside ponding occurs along this segment of West 10<sup>th</sup> Street. This project will eliminate those occurrences with the installation of the upsized storm main, installation of new catch basins, and lowering and regrading of the roadway to sheet flow to the east side of the roadway where the new curb/gutter and sidewalk section will be constructed. The lowering of the roadway in this section is also being done to eliminate the need for retaining walls to be installed if the roadway was kept at its current elevation.

For reference, a map showing the proposed improvements and the locations of the improvements has been provided at the end of this report.

The bid opening for this contract was held on April 15, 2025 at 2:00 pm for which we received three responsive bids. The bids received were as follows:

1. Crestline Construction, in the amount of \$1,505,847.00
2. Ajax Northwest, in the amount of \$1,524,566.00
3. Granite Construction, in the amount of \$2,023,471.00

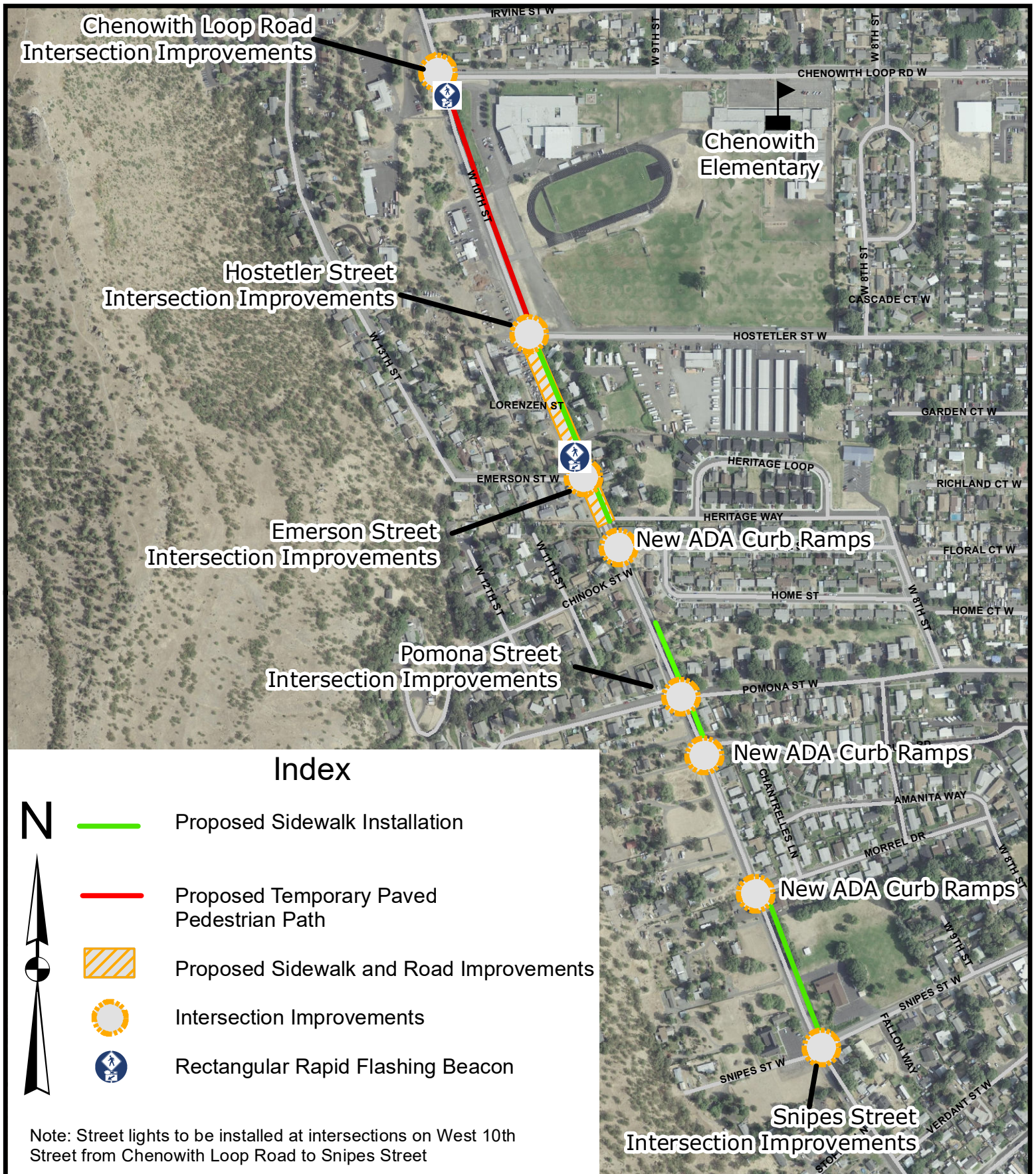
The bids were reviewed by City staff to make sure that the proper material was submitted and the bids were deemed complete.

**BUDGET IMPLICATIONS:** This project is to be funded with monies allocated to the City from the ODOT Safe Routes to Schools Grant. Fund 13, the Transportation System Reserve Fund, Line Item 7510 allocates \$1,994,016 for this project. There are adequate funds available for the project.

**COUNCIL ALTERNATIVES:**

1. **Staff Recommendation:** *Authorize the City Manager to enter into contract with Crestline Construction for the West 10<sup>th</sup>/Bike and Ped Facilities, Contract No. 2025-003, in an amount not to exceed \$1,505,847.00.*
2. Request that staff provide additional information in response to questions raised by City Council.
3. Deny authorization to proceed with the contract.





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

# Chenowith Elementary/W. 10th Street Bike and Pedestrian Facilities





## AGENDA STAFF REPORT

**AGENDA LOCATION:** Item #10A

**MEETING DATE:** April 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Matthew Klebes, City Manager

**ISSUE:** Federal Street Plaza Recommendations

**BACKGROUND:** On September 9, 2024, the City Council established the Federal Street Plaza Ad Hoc Committee to guide the development of a new downtown plaza. The committee was charged with recommending design, construction, and cost elements to the City Council and collaborating with staff to identify and pursue grant opportunities to support the project.

Since its formation, the committee has held public meetings approximately biweekly with opportunity for public comment. It contracted with design firm Walker-Macy to develop a proposed design and hosted a public open house to present planning progress and collect community input. The event included presentations from City staff and consultants, design alternatives, and opportunities for attendees to ask questions and submit written feedback.

To ensure ongoing public engagement, a dedicated project webpage was created. It includes planning materials, meeting agendas and minutes, design options, and a public comment form. There have been social media posts, press release, and media articles covering the project.

The committee recommends that the City Council approve the site design prepared by Walker-Macy with the following additions:

- Relocation of public restrooms in the Transportation Building from the East to West side of the building
- Installation of needed pump equipment for the proposed water feature in a “pump room” in the Transportation Building
- Construction of an art wall/feature

- Sidewalk bulb-outs at all four corners of Federal Street and East 2nd Street with pedestrian safety signage

The committee further recommends that the City Council adopt a resolution extending the committee's term by six months, or until project completion, to support next steps, including construction bid coordination, stakeholder engagement, donor relations, and continued grant efforts.

**BUDGET IMPLICATIONS:** Staff has allocated \$4.9 million in the proposed Fiscal Year 2025/26 City budget in anticipation of the potential project cost. The current project cost is approximately 4.7 including the above additions.

City staff and the committee have pursued multiple funding sources, resulting in pending grant applications and partnership funding totaling \$1,435,000 including:

- \$1,000,000 from the Oregon Parks and Recreation Department
- \$150,000 from Travel Oregon
- \$150,000 from the Urban Renewal Agency
- \$100,000 sponsorship from Google
- \$30,000 from Union Pacific Foundation
- \$5,000 from a Parks and Recreation grant

### **COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** *Move to accept the recommended site plan for the Federal Street Plaza with the described additions, direct the City Manager to move the project forward, and adopt the Resolution 25-018 extending the Federal Street Plaza Ad Hoc Committee through project completion.*
2. Request modifications or additional information before taking action.
3. Decline to take action.



# THE DESIGN OF FEDERAL STREET PLAZA

FINAL CONCEPT PRESENTATION  
4/28/25





# SOURCES OF INSPIRATION



**WATER**



**GEOLOGY**

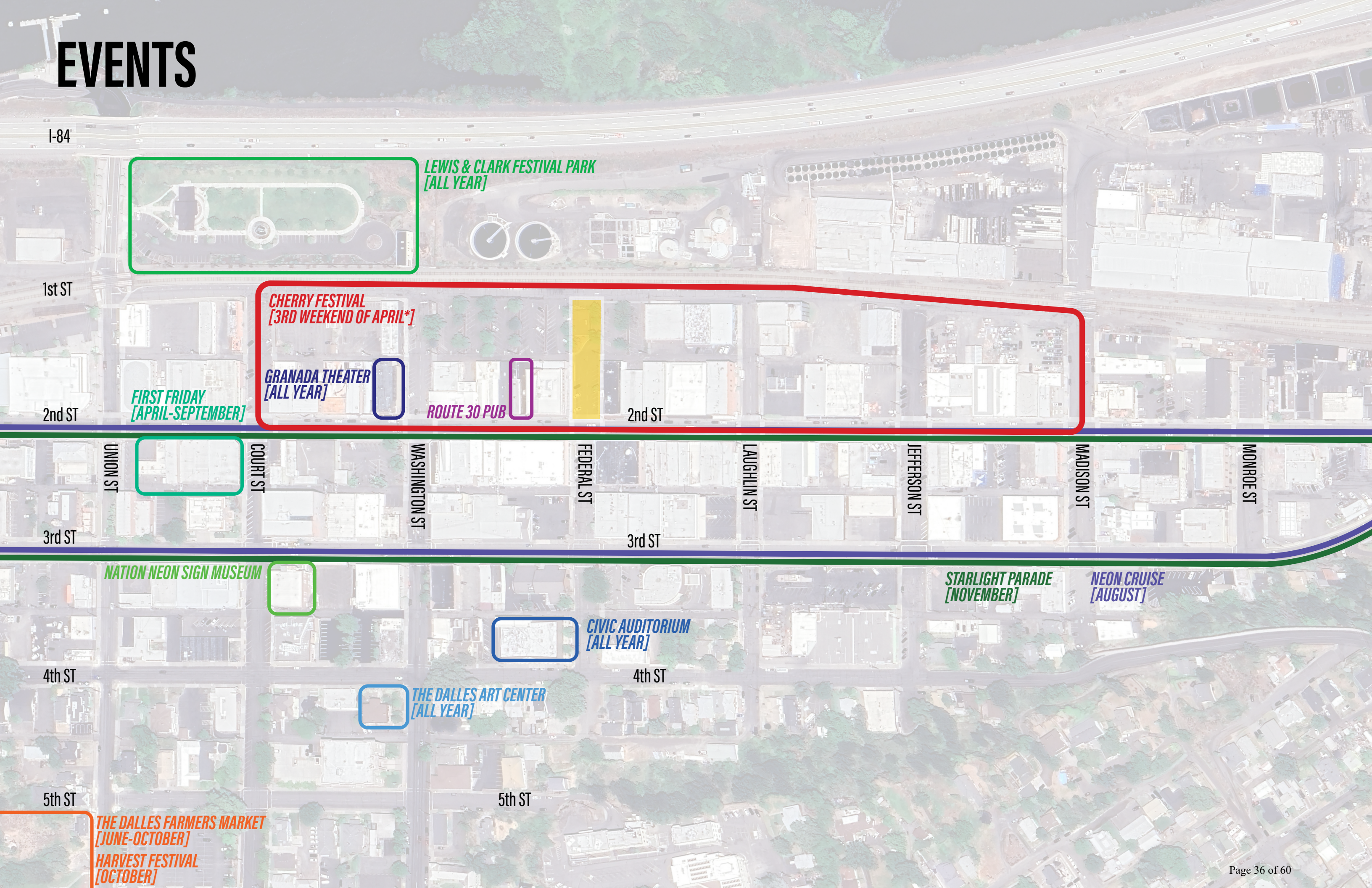




## COMMUNITY



# EVENTS



I-84

1st ST

2nd ST

3rd ST

4th ST

5th ST

UNION ST

COURT ST

WASHINGTON ST

FEDERAL ST

LAUGHLIN ST

JEFFERSON ST

MADISON ST

MONROE ST

LEWIS & CLARK FESTIVAL PARK  
[ALL YEAR]

CHERRY FESTIVAL  
[3RD WEEKEND OF APRIL\*]

GRANADA THEATER  
[ALL YEAR]

ROUTE 30 PUB

2nd ST

3rd ST

4th ST

CIVIC AUDITORIUM  
[ALL YEAR]

THE DALLAS ART CENTER  
[ALL YEAR]

5th ST

FIRST FRIDAY  
[APRIL-SEPTEMBER]

NATION NEON SIGN MUSEUM

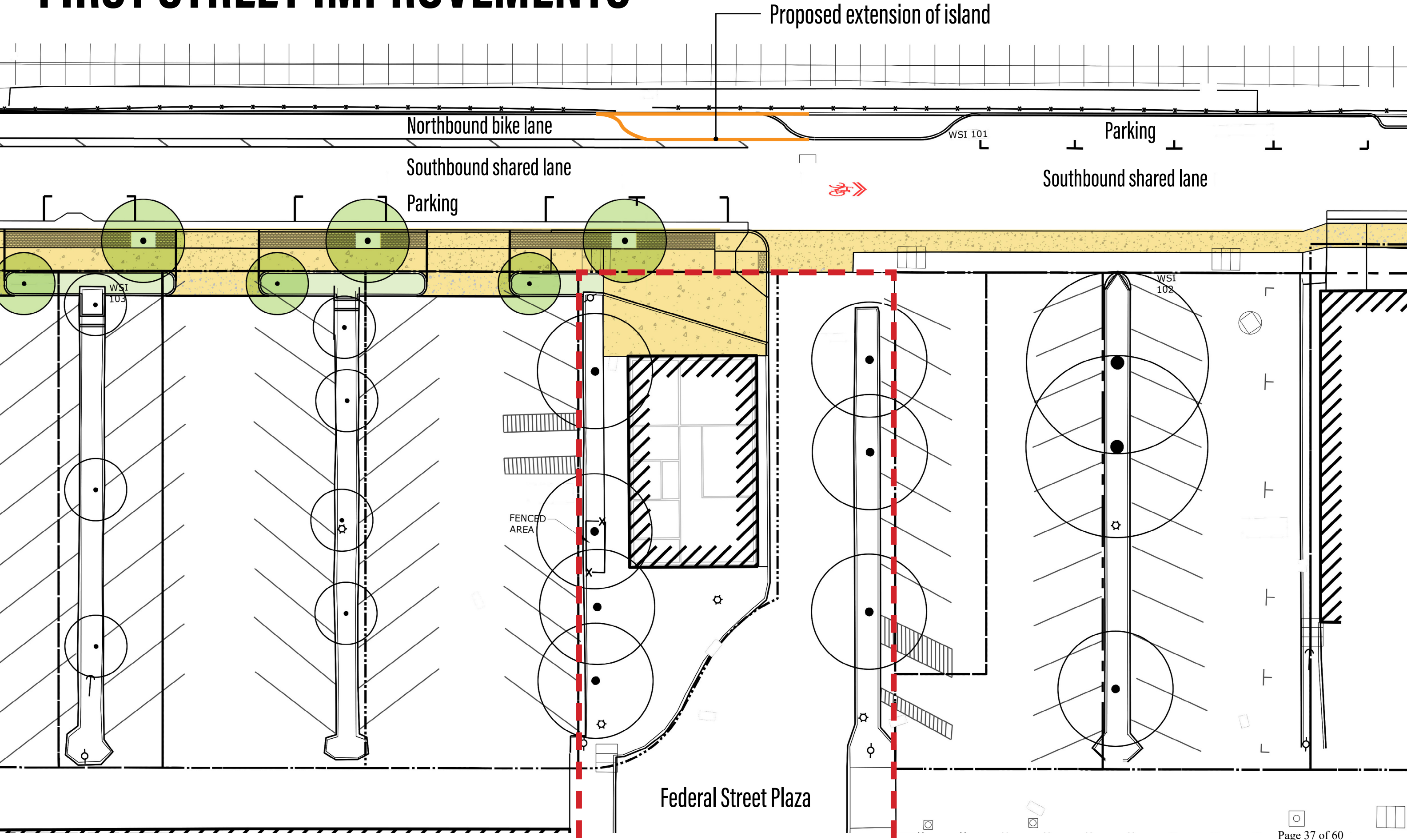
STARLIGHT PARADE  
[NOVEMBER]

NEON CRUISE  
[AUGUST]

THE DALLAS FARMERS MARKET  
[JUNE-OCTOBER]  
HARVEST FESTIVAL  
[OCTOBER]



# FIRST STREET IMPROVEMENTS



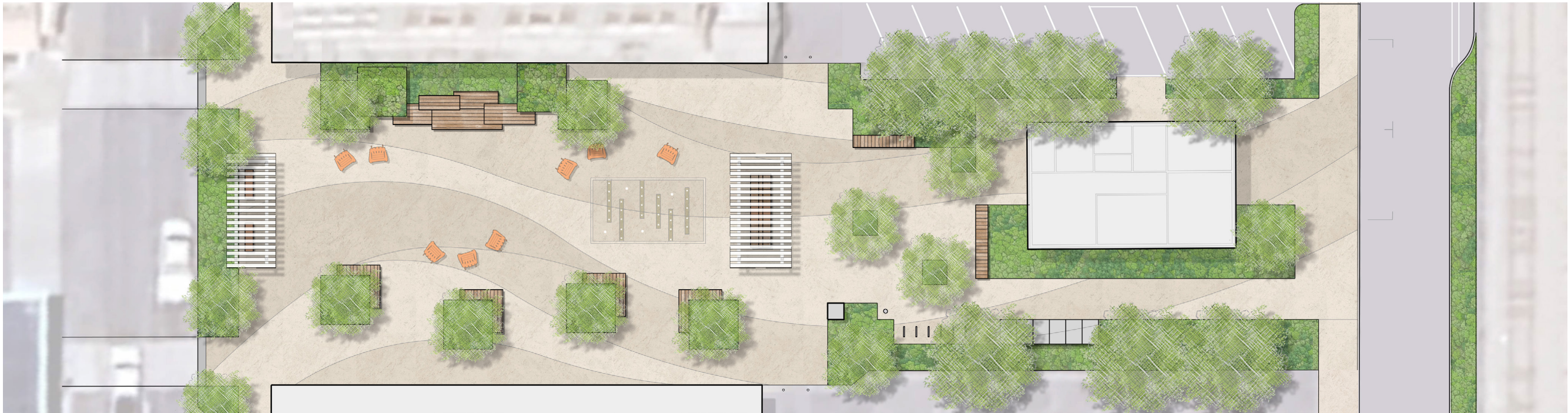


# SITE ELEMENTS





# OPEN HOUSE - 2/12/25



CONCEPT A - RIVER CITY



CONCEPT B - BASALT

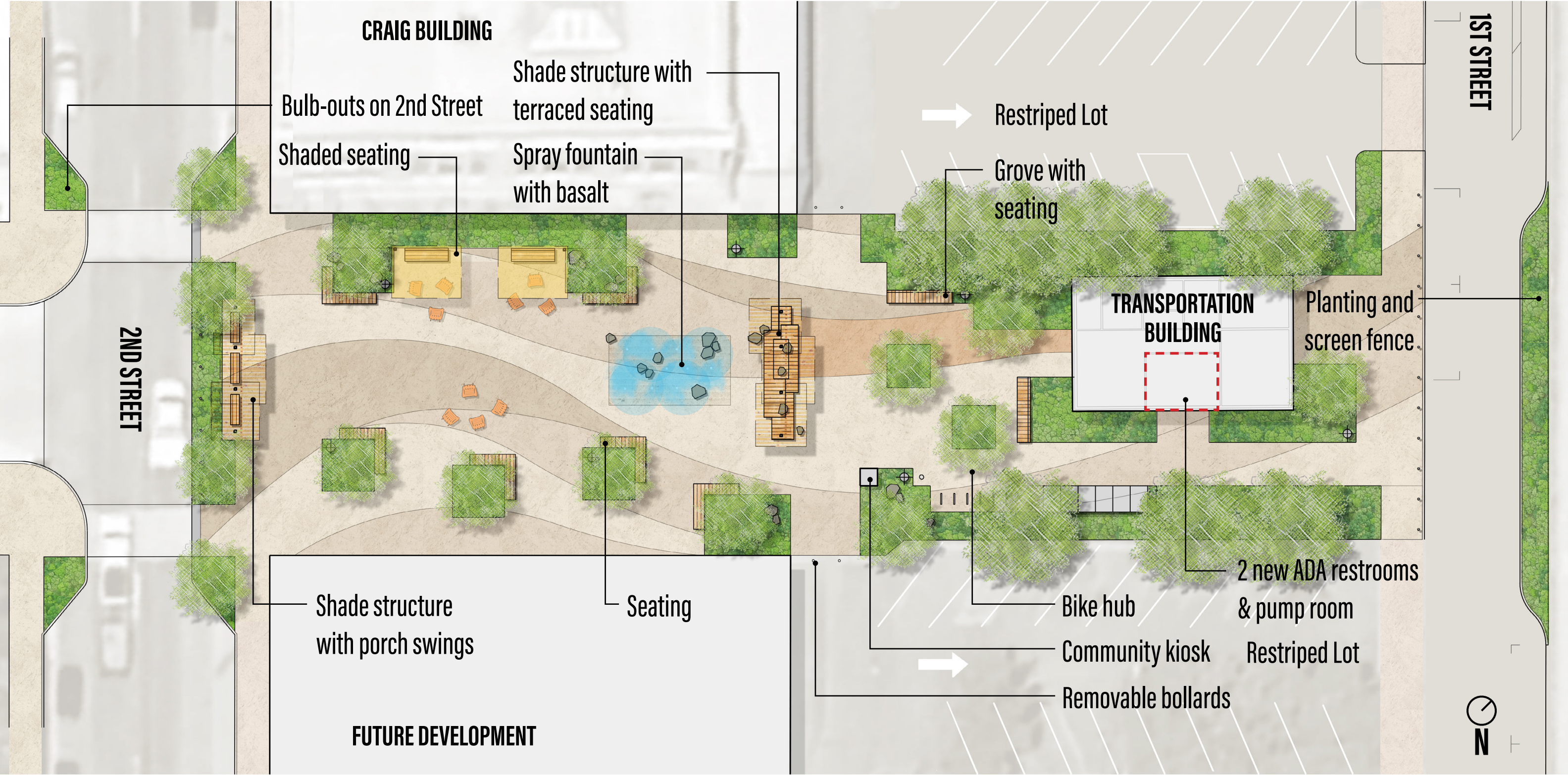


# WALKER MACY RECOMMENDATIONS - 2/24/25

- USE THE RIVER CITY CONCEPT AS A BASIS OF DESIGN.
- INCORPORATE ELEMENTS FROM THE BASALT SCHEME LIKE THE BASALT SEATING, ORGANIC FORMS, WHERE APPROPRIATE
- INCREASE THE AMOUNT OF GREEN SPACE
- CONSIDER THE RELATIONSHIP OF FUTURE FERMENTATION HUB AT TONY'S LOT AND THE PLAZA AS PART OF THE FINAL CONCEPTUAL DESIGN.
- INCORPORATE COMMITTEE DIRECTION FROM PRIOR MEETINGS.

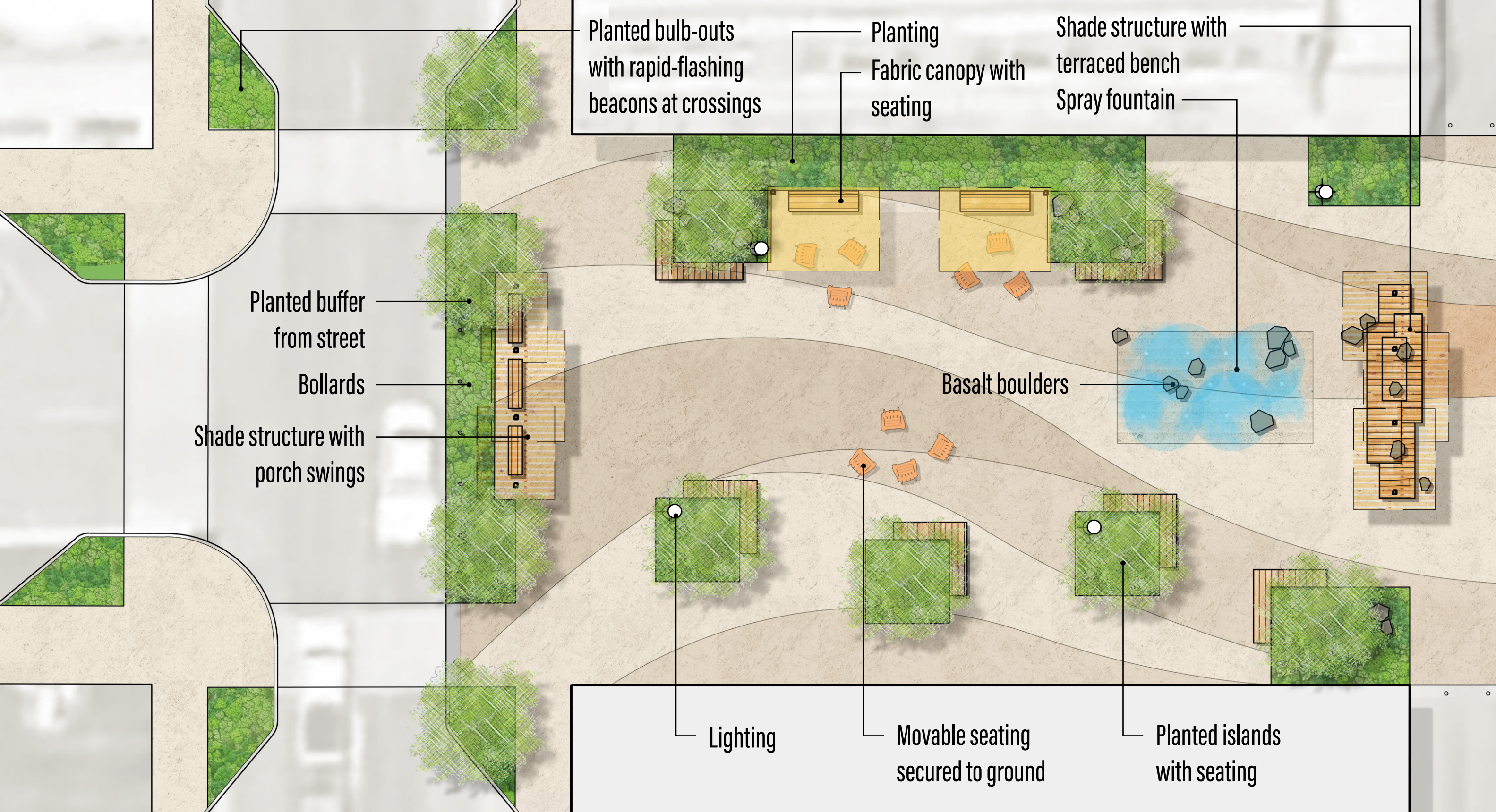


# SITE PLAN





# SITE PLAN - SOUTH





# SHADE STRUCTURES: INSPIRATION



PHOTO CREDITS: COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION, SCOTT SUTTON

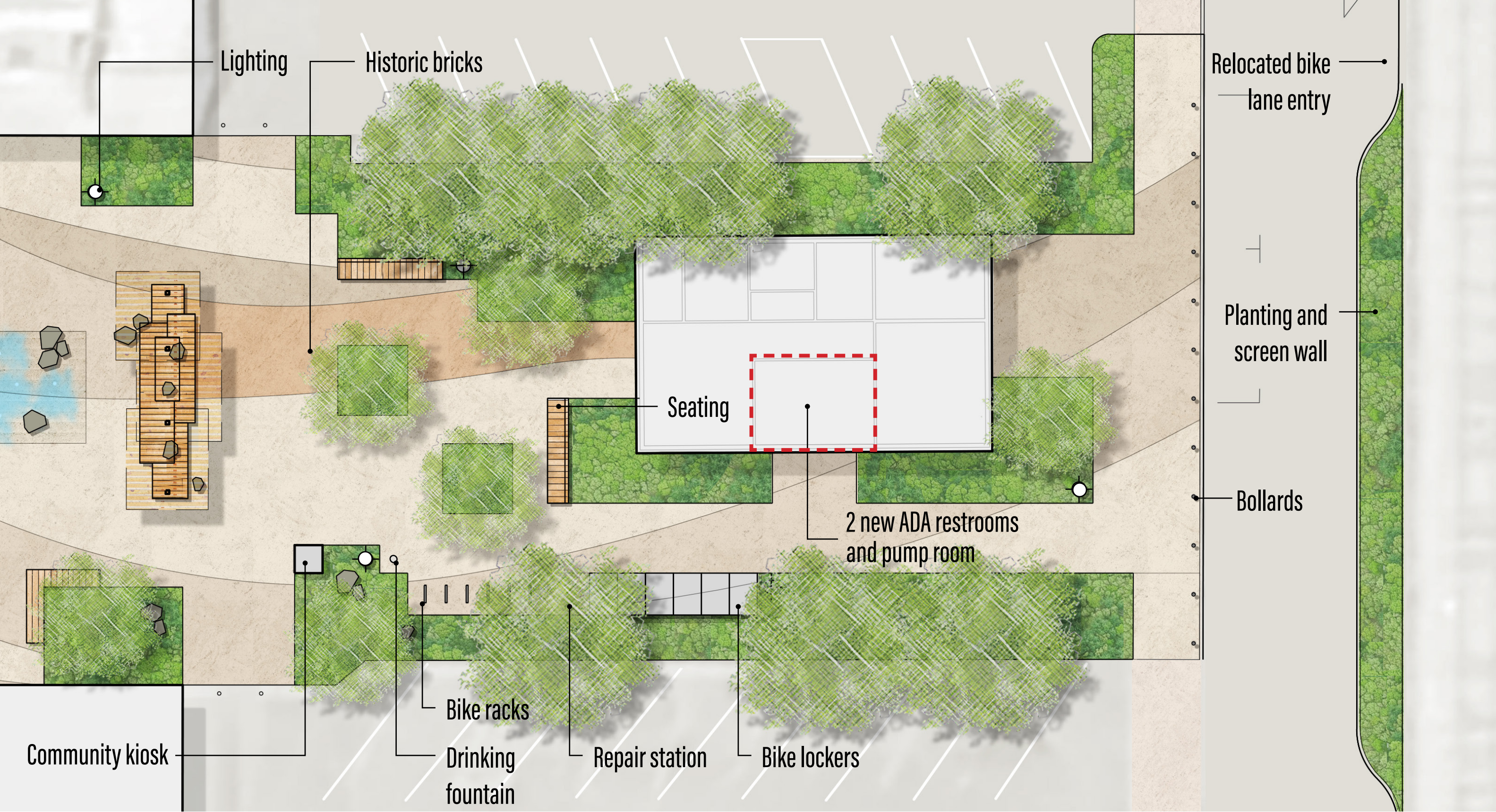


# CANOPY EXAMPLES





# SITE PLAN - NORTH





# VIEW FROM 2ND STREET





# PRIMARY GATHERING SPACE





# CENTRAL TRELLIS





# VIEW SOUTH TO 2ND STREET





# 2ND STREET TRELLIS





# COST ESTIMATE - SUMMARY

## **\$2.7M - DIRECT CONSTRUCTION COSTS**

- \$365,000 - DEMO AND SITE PREP
- \$1,776,000 - SITE IMPROVEMENTS
- \$505,000 - UTILITIES & LIGHTING

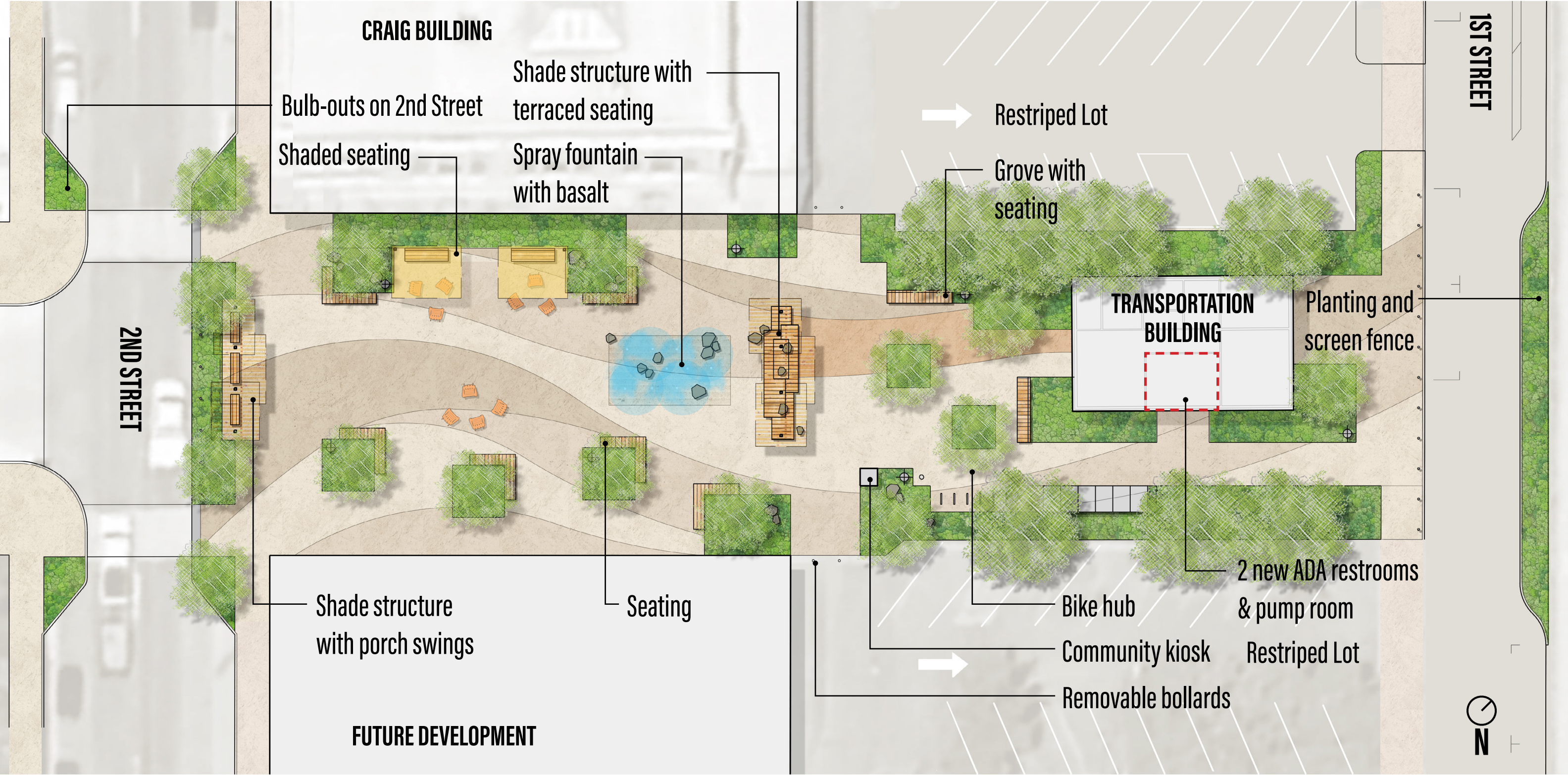
## **\$2.2M - GENERAL REQUIREMENTS & CONTINGENCIES**

- DESIGN AND ESTIMATING CONTINGENCIES
- CONSTRUCTION CONTINGENCY
- CONTRACTOR PROFIT & OVERHEAD
- INSURANCE
- ESCALATION / TIMING OF CONSTRUCTION
- TARIFFS AND ECONOMIC UNCERTAINTIES
- MOVABLE FURNISHINGS (OFCI)

## **\$4,900,000 - ESTIMATED TOTAL PROJECT COST**



# SITE PLAN





**RESOLUTION NO. 25-018**

**A RESOLUTION CONCURRING WITH THE  
MAYOR'S EXTENSION OF THE FEDERAL STREET PLAZA AD HOC COMMITTEE**

**WHEREAS**, Resolution No. 24-020 created an ad hoc committee for a proposed Plaza or Park on Federal Street, consisting of up to 7 members.

**WHEREAS**, in order to support the completion of the project the Mayor has elected to extend the life of the ad hoc committee until project completion.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

Section 1. The City Council concurs with the extension of the life of the Federal Street Plaza ad hoc committee; and

All existing ad-hoc committee members are hereby reappointed per this resolution

Section 2. This Resolution shall be effective April 28, 2025.

**PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF APRIL, 2025.**

Voting Yes, Councilors:	_____
Voting No, Councilors:	_____
Absent, Councilors:	_____
Abstaining, Councilors:	_____

**AND APPROVED BY THE MAYOR THIS 28<sup>th</sup> DAY OF APRIL, 2025.**

SIGNED:

ATTEST:

\_\_\_\_\_  
Richard A. Mays, Mayor

\_\_\_\_\_  
Amie Ell, City Clerk



## CITY of THE DALLES

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# AGENDA STAFF REPORT

**AGENDA LOCATION:** Item # 10B

**MEETING DATE:** April 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Tom M. Worthy, Chief of Police

**ISSUE:** Authorizing the City Manager to Execute Intergovernmental Agreements with Wasco County and Mid-Columbia Fire and Rescue District for Computer-Aided Dispatch and Police Records Management System Services

**THIS AGENDA STAFF REPORT AND ASSOCIATED  
MATERIALS WILL BE DISTRIBUTED AS  
SUPPLEMENTAL MATERIAL LATER THIS WEEK**



## AGENDA STAFF REPORT

### AGENDA LOCATION: Item #11A

**MEETING DATE:** April 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Joshua Chandler, Community Development Director

**ISSUE:** Planning Commission Restructuring Opportunities

**BACKGROUND:** The Dalles Planning Commission (**Commission**) plays a crucial role in ensuring sustainable development, balancing community needs, and guiding responsible land use decisions. A well-structured and efficient commission enhances the quality of life for residents by supporting economic development, ensuring housing availability, and promoting clear and objective land use practices. To maintain its effectiveness, it is important to periodically assess the Commission's operations and identify opportunities for improvement.

As part of this ongoing evaluation, Staff has explored potential structural adjustments aimed at improving functionality and engagement. Two key options have been identified for consideration in the coming year. The first option is to reduce Commission meetings from twice a month to once a month to streamline operations while maintaining an effective review process. The second is to implement a Hearings Officer to oversee certain land use actions, allowing for more specialized and timely case reviews and enabling the Commission to concentrate on broader policy discussions and complex matters.

Together these changes aim to improve efficiency, boost engagement, and strengthen the Commission's ability to serve the long-term interests of the community.

### **DISCUSSION:**

#### ***I. Planning Commission meetings – reduce to once per month***

One of the options under consideration for restructuring the Commission is to reduce the frequency of meetings from twice a month to once a month. Currently, the Commission meets on the first and third Thursdays of each month. However, since 2013, more than half of these meetings have been canceled due to a lack of business or other scheduling conflicts. Reducing the number of meetings would

streamline scheduling, optimize the use of staff time, and help improve volunteer commitment.

Staff recommends implementing this change, with the possibility of scheduling special meetings as necessary to accommodate specific needs or urgent land use matters. The preferred schedule would be to hold meetings on the first Thursday of each month to avoid conflicts with meeting preparation, timelines, and staff constraints associated with the Urban Renewal Agency, which meets on the third Tuesday of each month. Additionally, if implemented, Hearings Officer meetings could be scheduled on the third Thursday of each month to maintain a clear and organized calendar for staff and the community.

A potential drawback to this approach is the possibility of scheduling conflicts due to holidays, such as New Year's Day and Independence Day, which may fall on the first Thursday of the month. These conflicts can be managed through advance planning and rescheduling as necessary.

## ***II. Hearings Officer***

The second option for consideration is the implementation of a Hearings Officer within the land use review process. The Hearings Officer would serve as an impartial third-party land use attorney contracted by the City to review specific types of land use applications. This professional would ensure that the City's land use processes are efficient, impartial, and compliant with established legal standards. The Hearings Officer model has been successfully adopted in several medium to large Oregon jurisdictions, including Deschutes County, the City of Happy Valley, and the City of Salem. Locally, Wasco County has also implemented this approach in recent years with positive results. To help shape the recommendations in this report, Staff consulted with professionals, including the Wasco County Community Development Director and a land use attorney, to gather practical insights on the process and its implementation.

### **Land Use Applications for Hearings Officer**

The Hearings Officer would be responsible for reviewing land use applications that require decision-making beyond administrative processes (i.e., Community Development Director decisions). Examples of applications that could be decided by the Hearings Officer, which are currently reviewed by the Commission, include:

- Appeals of Administrative Actions (Type II applications): Site Plan Reviews, Administrative Conditional Use Permits, Adjustments, Partitions, Subdivisions, Home Business Permits, and Recreational Vehicle Parks.
- Decisions on Quasi-Judicial Actions (Type III applications): Conditional Use Permits, Variances, Zone Changes, as well as all Administrative Actions (Type II) escalated by the Director, applicant, or any party of record addressing valid criteria.
- Appeals of Quasi-Judicial Actions: See "*Final Decision*" section below.



## **City's Final Decision on Land Use Applications**

The City Council would be responsible for determining whether the Hearings Officer's decision is the final decision for the City or if appeals concerning Quasi-Judicial Actions should be reviewed by City Council for the final decision. Additionally, the governing body may choose to make Hearings Officer decisions final, with appeals directed solely to the Land Use Board of Appeals (**LUBA**). Staff recommends that final decisions on land use matters, through the appeals process, remain to be heard by the City Council, following a similar approach used by Wasco County and the Board of County Commissioners.

## **Legislative Actions**

Legislative actions, including zone ordinance amendments, comprehensive plan amendments, and annexations, would continue to be reviewed by the Commission and City Council, remaining outside the Hearings Officer's scope.

## **Cost Analysis and Financial Considerations**

The cost for a Hearings Officer is variable depending on the attorney and location, with rates ranging from \$135 to \$350 per hour across the state. Some cities have a salaried Chief Hearings Officer, but this model is not being considered here. Instead, the City would manage this service through a Request for Proposal (**RFP**) process to select a qualified land use attorney.

For fiscal year 2025/2026, Staff is proposing a budget allocation of \$10,000 based on an average of 7 to 8 applications annually that would require review by a Hearings Officer. This estimate is based on historical data of the City's land use applications over the past decade. If demand increases, the City may consider adjusting application fees, a mechanism successfully implemented by Wasco County, which resulted in a 10% increase in application fees.

## **Process for Implementing the Hearings Officer**

The process of implementing a Hearings Officer will involve several key steps:

1. **Code Amendments:** Modifications to Titles 10 and 11 of The Dalles Municipal Code (**TDMC**) will be required, along with adjustments to Commission bylaws, to ensure that only legislative decisions remain within the Commission's purview.
2. **Request for Proposal (RFP):** The City will issue an RFP to attract a pool of qualified land use attorneys.
3. **Coordination and Consultation:** Staff will work closely with the City Council, Planning Commission, City Manager, and City Attorney to ensure that the proposed changes align with broader municipal goals.
4. **Implementation Timeline:** Upon approval of the proposal, Staff anticipates that implementation could begin as early as Winter/Spring 2026. This timeline allows for necessary preparations, including code amendments, staff training, and coordination with the selected Hearings Officer.

## **Community Engagement and Public Outreach**

Ensuring public involvement will be a key element to this proposed process, with Hearings Officer meetings remaining open to the public to maintain transparency. Public hearings could occur at regular, historically scheduled times (e.g., Thursday at 5:30 PM, as referenced above) to accommodate community members who wish to participate, but may also be considered during business hours. In addition to in-person participation, virtual options would be available to further increase accessibility.

### **Pros and Cons/Challenges of Implementing a Hearings Officer**

#### ***Pros:***

- **Expertise:** Hearings Officers have specialized knowledge in land use law, leading to more informed and legally sound decisions.
- **Lower Legal Risk:** Improved findings may reduce the likelihood and cost of ongoing appeals.
- **Time Savings and Efficiency:** Hearings managed by the Hearings Officer are typically more organized and consistent, resulting in significantly shorter durations, as demonstrated by improved timelines in Wasco County.
- **Impartiality:** An independent third party minimizes political pressure and community bias in the decision-making process.
- **Transparency and Public Participation:** Public hearings, noticing procedures, and the public comment process remain unchanged, preserving transparency and ensuring continued community engagement and opportunities for input.
- **Reduced Planning Commission Workload:** Legislative responsibilities can be prioritized by the Commission.

#### ***Cons/Challenges:***

- **Cost:** Hiring a qualified Hearings Officer can impact the annual budget, especially if the volume of hearings increases.
- **Limited Local Knowledge:** A Hearings Officer may be less familiar with specific community context, though impartiality mitigates this concern.
- **Public Understanding:** A lack of public awareness or education on the Hearings Officer process could lead to confusion, particularly around the appeals process.
- **Appeals Complexity:** The City's current appeals process may need to be revised to ensure fairness and avoid political influence.
- **Staff Workload and Preparation:** While the Hearings Officer assumes certain responsibilities, staff must remain highly organized and continue preparing complete, timely reports with less lead time, as they are still integral to supporting the land use process.

### **Discussion with Planning Commission**

On April 3, 2025, Staff led a discussion with the Commission regarding the proposed restructuring options. Commissioners unanimously supported the revised meeting

schedule, which would hold regular meetings on the first Thursday of each month and reserve the third Thursday for special meetings or Hearings Officer proceedings. The Commission agreed that a streamlined schedule would allow for more focused discussions and improved time management.

Opinions on the Hearings Officer model were mixed. Some Commissioners, such as Commissioner Pipinich, expressed strong support, viewing it as a way to streamline development review and allow the Commission to concentrate on long-range planning. Others, like Commissioner Grant, raised concerns about whether the City's current application volume warranted the added cost and questioned whether delegating decisions to a Hearings Officer might distance the process from community input. Commissioner Case proposed a hybrid model, suggesting that initial appeals continue to go before the City Council to maintain transparency and local oversight, with the option to reevaluate the structure after a trial period. Chair Cornett was the only Commissioner to fully endorse granting final decision-making authority to the Hearings Officer, citing efficiency and the benefit of reducing City Council's land use workload. However, the majority of Commissioners favored retaining City Council as the final decision-maker during the initial rollout.

Commissioners also stressed the importance of maintaining transparency and ensuring that the Hearings Officer process remains accessible to the public. They expressed a desire to stay informed on all land use applications. Staff confirmed that the existing practice of notifying the Commission of all administrative decisions would continue and that Commissioners would have the option to attend Hearings Officer hearings as observers. Additionally, Staff committed to providing ongoing updates at each Commission meeting during the Staff Comments portion of the agenda.

Director Chandler concluded that, although there was no unanimous consensus, there was general support to advance the proposal to the City Council, with a shared emphasis on preserving transparency, community involvement, and local accountability throughout the implementation process.

## **Conclusion**

The proposed restructuring is intended to streamline the land use review process while preserving transparency and public engagement. Reducing the number of meetings will ease the burden on volunteer Commissioners, helping to prevent fatigue and allowing them to focus on long-range planning and high-priority policy efforts that shape the future of The Dalles.

Delegating time-intensive quasi-judicial hearings to a qualified Hearings Officer will ensure decisions are made efficiently, impartially, and in accordance with legal standards, while freeing the Commission to concentrate on broader planning initiatives. Staff will continue to keep Commissioners informed through regular updates, and the public will remain fully involved through existing noticing and comment procedures. Together, these changes will improve process efficiency, make better use of limited staff and volunteer resources, and strengthen the Commission's role in guiding the City's long-term vision.

**BUDGET IMPLICATIONS:** None at this time.

**COUNCIL ALTERNATIVES:** This is a discussion item. Staff is requesting City Council input on the above-mentioned topics for further discussion on the implementation of these restructuring opportunities at a later date.