

AGENDA**REGULAR CITY COUNCIL MEETING****JUNE 23, 2025****5:30 p.m.****CITY HALL COUNCIL CHAMBER****313 COURT STREET****&****LIVE STREAMED****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.

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A. Waste Water Treatment Plant Annual Report, Jacobs
 - B. Annual Insurance Update
6. 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.

7. CITY MANAGER REPORT

CITY OF THE DALLES

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

8. CITY COUNCIL REPORTS

9. CONSENT AGENDA

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

- A. Approval of the June 2, 2025 Special City Council Meeting Minutes
- B. Approval of the June 9, 2025 Regular City Council Meeting Minutes
- C. Authorization of Expenditures for Contract No. 2025-007: Annual Water Treatment Chemical Supply Contract
- D. Resolution No. 25-029 Concurring with the Mayor's Appointments to the Historic Landmarks Commission

10. CONTRACT REVIEW BOARD ACTIONS

- A. Authorization of Annual Amendment to Wastewater Treatment Plant Operations Contract – Amendment No. 2

11. ACTION ITEMS

- A. Resolution No. 25-028 Adopting a Supplemental Budget for Fiscal Year 2024/2025, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget

12. ADJOURNMENT

This meeting conducted VIA Zoom

Prepared by/
Amie Ell
City Clerk

CITY OF THE DALLES

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



Challenging today.
Reinventing tomorrow.



2023-2024

Annual Report

The Dalles, Oregon

By the numbers

35+ years
of productive partnership

22+ years with only
one recordable incident

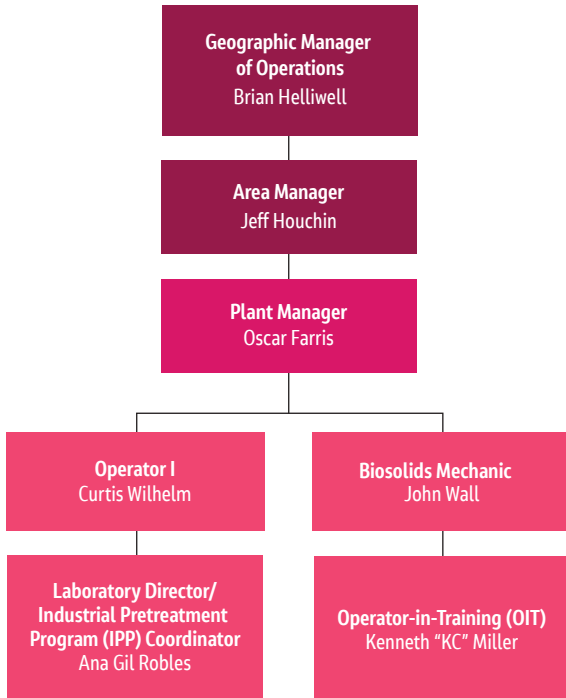
1,195 hours of regional
technical support provided

4,000+
samples collected

1,766 maintenance
work orders completed with
96% emphasis on preventive
or predictive maintenance

Dedicated team at the helm

Our team brings over 65 years of combined experience to the City of The Dalles.



INTRODUCING OUR GEOGRAPHIC MANAGER OF OPERATIONS BRIAN HELLIWELL

We're delighted to announce the promotion of Brian Helliwell to geographic manager of operations. In this new role, Brian will work closely with Jeff to oversee delivery for The Dalles Wastewater Treatment Plant (WWTP) and other nearby projects in Oregon. With nearly 40 years of experience in operations and maintenance of wastewater facilities, extensive industry and regional knowledge, and a laser focus on team and safety culture, Brian will position us to continue delivering high quality work for the City and The Dalles residents.

A 35-year commitment to wastewater excellence continues

Since 1989, Jacobs has served as a steward of the City of The Dalles' WWTP and IPP. Over the years, we've worked closely with the City and key stakeholders to deliver essential services to our neighbors and residents, and safeguard the city's critical infrastructure.

At the heart of this partnership remains a foundation of trust, transparency, shared goals and a commitment to excellence. We're excited to build on this foundation and extend our long-term partnership under the new 15-year contract. We look forward to the collective impact we'll make in the next 15 years!

Name and title	Years of experience	Education/licenses/certifications	Skills
Jeff Houchin Area Manager	26	Oregon Water/Wastewater (W/WW) 4 Washington W/WW 4 Oregon Collections and Distribution 1	Organizational leadership skills and forward-thinking. Extensive education with a highly proficient and technical background providing confidence in facility operation efficiencies.
Oscar Farris Plant Manager	8	Oregon WW Treatment Grade 2 Pursuing Oregon WW Treatment Grade 3	An active leader with diversity in skills to support the staff, while providing exceptional delivery of the operations and management objectives at the WWTP.
Curtis Wilhelm Operator 1	8	Oregon WW Treatment Grade 1 Pursuing Oregon WW Treatment Grade 2 Class B Commercial Driver's License (CDL)	An essential member of the team with his continued growth and versatility of skills. Providing training to new staff and assisting in the IPP by inspecting and providing documentation of grease traps. Curtis also provides backup biosolids hauling and land application efforts.
John Wall Biosolids Mechanic	21	Oregon WW Treatment Grade 3 Oregon WW Collection Grade 1	Extensive institutional knowledge of the City's facilities. John carries a Class A CDL and has become the primary biosolids hauler for land application efforts.
Ana Gil Robles Laboratory Director/IPP Coordinator	1	Bachelor's degree in nutrition and exercise physiology	Ana comes from directing a food quality laboratory. She brings a dedicated work ethic that has proven essential in her training while developing proficiency in a WW laboratory. Ana continues to learn and develop her knowledge and skill as an IPP coordinator in collaboration with the city staff.
Kenneth "KC" Miller OIT	<1	Pursuing Oregon WW Treatment Grade 1 Pursuing Class A CDL	Young and enthusiastic OIT. KC has shown an eagerness to learn and is developing skills quickly and continues to impress.



Maximizing value: Jacobs' unique service offerings

In addition to the value-add projects below, Jacobs' regional support teams **provided 1,195 hours of support at no additional cost to the City.**

SUSTAINABLE OPERATIONS ACTIVITIES

Jacobs launched a biosolids management study. The study is in progress and will provide the City with a determination of the best solids dewatering alternatives, preliminary design criteria and conceptual costs upon its completion in 2025.

Additionally, we initiated a renewable energy capacity analysis. The renewable energy equipment from the 2018 WWTP upgrade has presented challenges and not performed as intended. The renewable energy capacity study will pull and evaluate data for more informed decision-making on the equipment's current capabilities and available options. The renewable energy study is in progress and is expected to also be complete in 2025.

Client benefit:

An estimated \$105,000 in savings are expected by using in-house engineering experts to perform the studies and avoid outsourcing services to a third-party vendor.

PARTNERING WITH OTHER JACOBS FACILITIES

With a strong presence in the Pacific Northwest, we have a broad network of expertise that we can draw upon when needed, allowing us to address unique challenges and facilitate collaborative projects. This past year we utilized neighboring Jacobs facilities for staff augmentation, training, obsolete parts inventory and laboratory services.

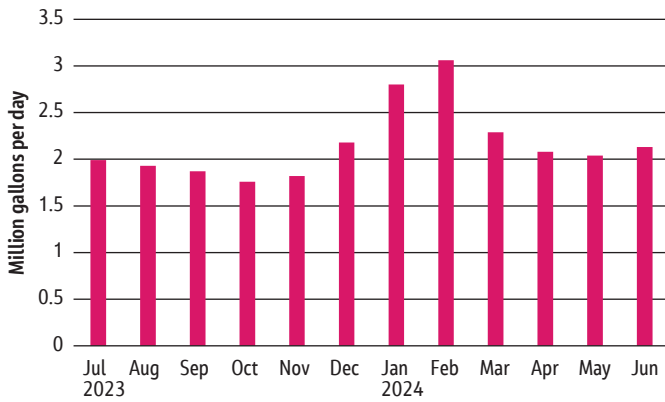
City benefit:

Confidence in Jacobs to maintain permit compliance and navigate challenges resulting from staffing shortages and limited workforce candidates.

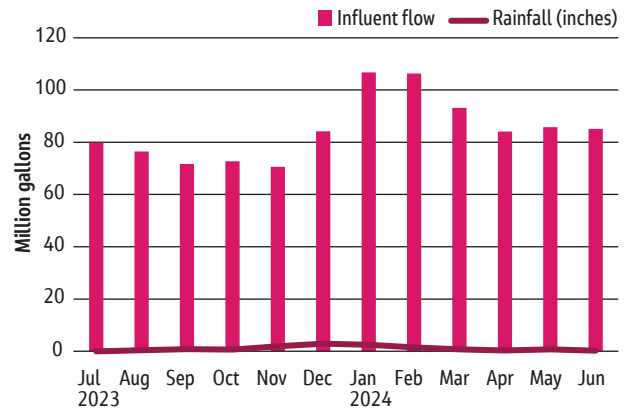
Operations highlights

We marked another successful year, staying well below permitted effluent levels of biochemical oxygen demand (BOD) and total suspended solids (TSS). Our delivery of high-quality wastewater indicates effective treatment and consistent adherence to regulations.

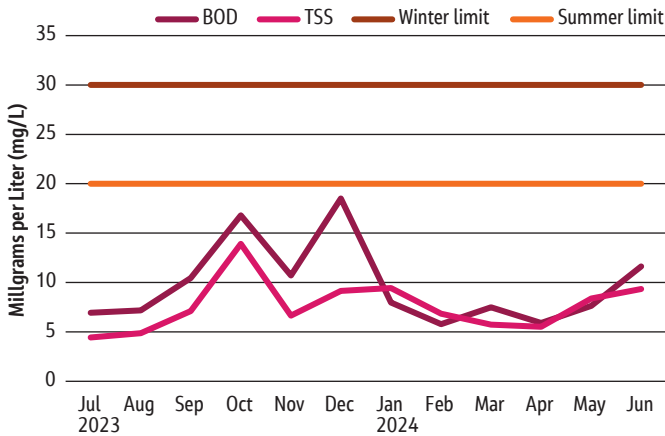
Monthly average effluent flow



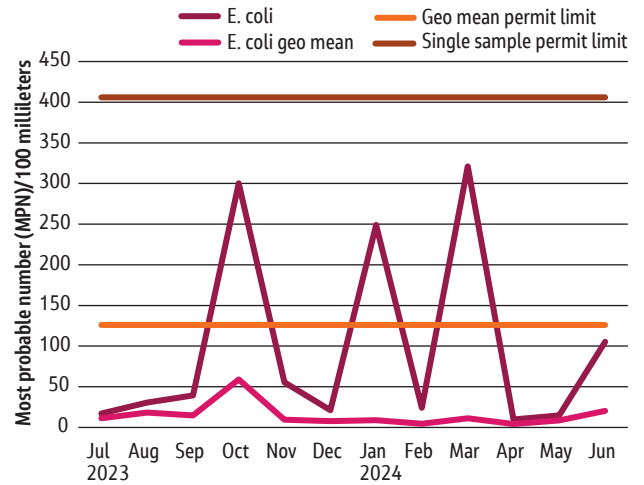
Influent flow versus rainfall

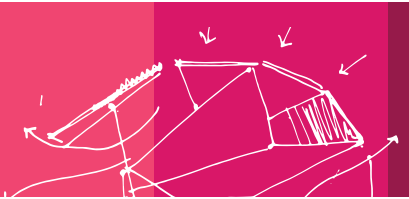


BOD and TSS monthly average versus permit limits



E. coli monthly total versus permit limit





BIOSOLIDS

The team was truly tested this past year when Secondary Digester #1 suffered catastrophic damage to the lid, rendering a crucial component of the process unusable. We determined debris was lodged in the automatic plug valve that allows the transfer of biosolids between the primary and secondary digesters. This led to overfilling and over pressurization, uprooting the digester lid from the tank.

We completed emergency operations and temporarily repurposed an offline aeration basin as a holding tank for biosolids storage until all repairs could be completed to Secondary Digester #1.

The extensive investigation and preventative planning that followed included an 8-inch emergency pop off hatch that opens at a pre-determined pressure should a similar event occur in the future. The result would require biosolids cleaning from the tank and surrounding areas, but would not cause any damage to the structure itself.

To ensure a smooth repair and promptly return the digester to service, the team communicated regularly with the general contractor, subcontractors, the City and the City's insurance company. We engineered a new design for the concrete tank and steel lid and supported construction.

During the repair, we utilized regional biosolids hauling resources and neighboring Jacobs facilities to manage our biosolids storage capacity.



Initial appearance of digester lid



Repaired digester lid



Crane removal of the damaged lid

Operations highlights

LABORATORY QUALITY ASSURANCE AND QUALITY CONTROL

Ana Gil Robles serves as our onsite laboratory director and IPP coordinator. She works in concert with state and federal regulators to oversee daily laboratory operations, quality assurance, quality control, purchasing and inventory.

Following previous quality assurance/quality control failures with approved contract laboratories, we turned to our in-house resources to perform permit compliance and sampling. Jacobs' qualified Compliance & Reporting team provided the quickest resolve to ensure accurate reporting to the state.

Jacobs laboratory staff collected over 4,000 samples required for process control, permit required monitoring and reporting.

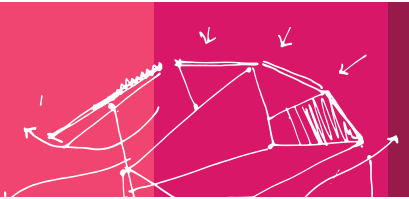
INDUSTRIAL PRETREATMENT PROGRAM

The IPP – a core element of the National Pollutant Discharge Elimination System permit – aims to protect water resources and municipal biosolids from industrial pollutants.

IPP highlights in the last year included:

- After the departure of IPP staff, we worked closely with regional support staff to meet our IPP deliverables until a new IPP coordinator was hired and trained.
- Upon her hiring, Ana collaborated with the City to strengthen our IPP program by identifying and addressing gaps.
- We assisted with reviewing industry reports, permitting, inspections and sampling to meet IPP requirements, ensuring wastewater generated by industries in our service area was treated properly.
- In collaboration with the City, we navigated industry challenges to remain compliant with all federal and state standards.



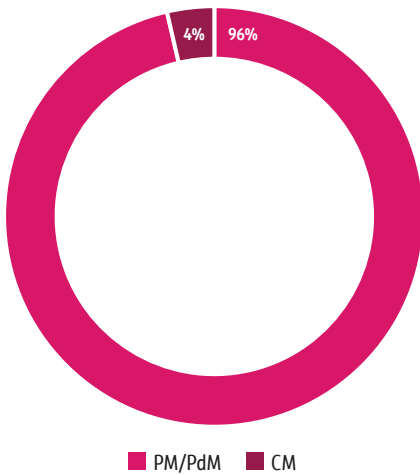


MAINTENANCE AND ASSET MANAGEMENT

Jacobs is committed to protecting the City's facilities and equipment by practicing routine preventive and predictive maintenance (PM/PdM) to minimize corrective maintenance (CM).

We completed 1,766 work orders with 96% emphasis on PM/PdM, well exceeding the 80% industry standard.

Maintenance program performance



Major maintenance activities we completed in conjunction with the City this past year included:

- Repaired and replaced the Advanced Drainage Systems draft tube in the West aeration basin. Several sections were repaired and the mounting brackets were re-anchored to the concrete walls.
- Used the combo vacuum truck to remove grit accumulation in the West aeration basin so the team could perform maintenance on the diffuser grid.
- Transported the Quadtrac tractor and spreader trailer for biosolids land application purposes.
- Coordinated large repair items on the biosolids trucks and spreading equipment.
- Completed camera inspections of plant piping for potential blockages while troubleshooting the Moyno recirculation pump failure and biosolids pipe stand line.



Enhancing our safety culture

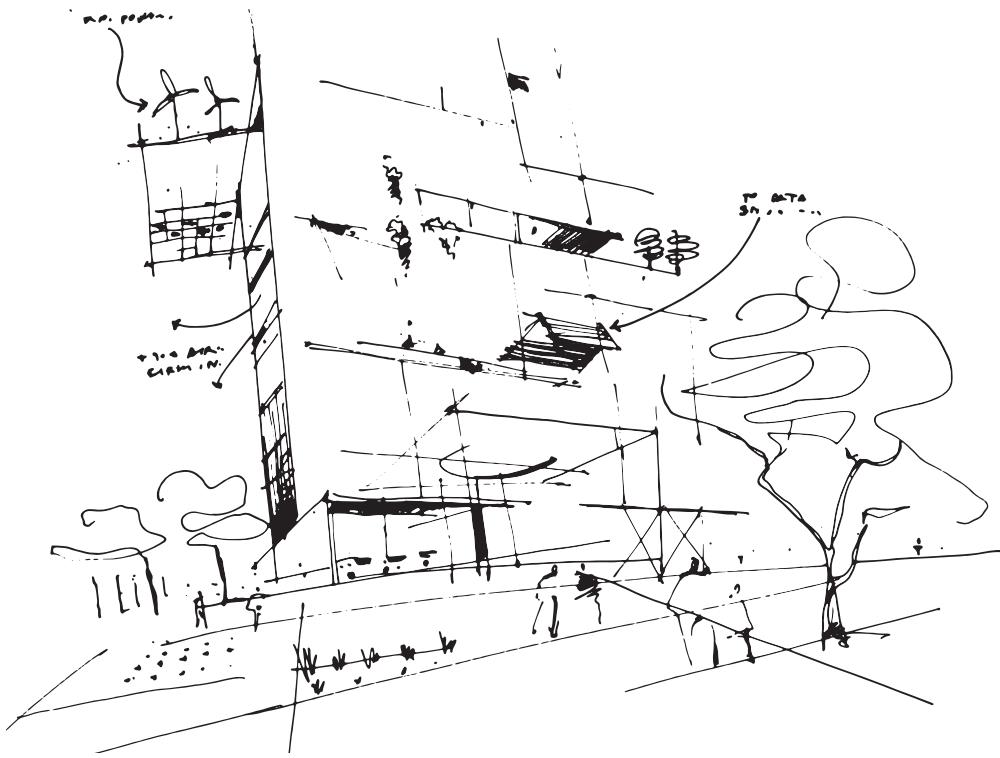
We celebrated working over 700 days without a recordable incident this last contract year. Though we were challenged with a recordable safety incident the prior year, we maintained our focus on safe working and championed a positive, secure and healthy work environment for our team. Staff leaned into our culture of caring, continued to identify areas of enhancement and held each other accountable.

We remain committed to sending every associate home in the same condition in which they arrived at work.



BeyondZero is about keeping our people safe. That means not getting injured, not allowing others to be injured and not allowing unsafe practices, behaviors or conditions to exist. It's about creating a culture of caring by actively engaging and involving employees and influencing their beliefs and behaviors.





Serving our community

Partnering and giving back to the community where we work is integral to our values at Jacobs. We found numerous ways to support and be an integrative part of the community this past year:

- Hosted students, faculty, city staff and residents for tours at the plant.
- Represented Wasco County on the Oregon State Wastewater Surveillance team to help collect and analyze human pathogen concentrations in wastewater throughout Oregon.
- Met with the City of Canby to discuss the technology we utilize onsite and explore if and how it would be beneficial to their WWTP.
- Sponsored the annual Easter Egg Scramble and holiday greetings on the radio to observe the holidays and celebrate local traditions in the community.



Oregon State University staff and community members toured the WWTP



Easter Egg Scramble

Sustainability in action

Our employees are instrumental in brainstorming, evaluating and implementing processes, procedures and operational methods to leave a more sustainable footprint for the City and community. Our sustainable goals and accomplishments for the last year included:

- Initiation of the dewatering evaluation and renewable energy study to help chart a more sustainable future for the WWTP and overall treatment process. We anticipate completing both initiatives in 2025.
- Engagement in an equipment oil analysis program to reduce the number of oil changes needed.
- Active monitoring of fishing line receptacles along the Columbia River to prevent pollution.
- Continuous recycling of cardboard, plastics, paper, disposable gloves, laboratory glassware, oils and glass. The team recycled over 2,000 pounds of products and materials.
- Participation in Waste Connections' Quarterly Haz Recycle event to properly dispose of fluorescent lamps from the ultraviolet (UV) disinfection system and other hazardous items.
- Composting organic waste like coffee grounds, banana peels and more.





Committing to the future

A few projects and priorities planned for the next contract year and beyond include:

- Upgrade of the supervisory control and data acquisition system work station.
- Completion of the dewatering evaluation and renewable energy study.
- Replacement of the Trojan UV system.

Jacobs is proud to partner with the City of The Dalles. We look forward to advancing our relationship as we support the community, public health and environment.

Company values

We do things right

We always act with integrity — taking responsibility for our work, caring for our people and staying focused on safety and sustainability. We make investments in our clients, people and communities, so we can grow together.

We challenge the accepted.

We know that to create a better future, we must ask difficult questions. We always stay curious and are not afraid to try new things.

We aim higher.

We do not settle — always looking beyond to raise the bar and deliver with excellence. We are committed to our clients by bringing innovative solutions that lead to profitable growth and shared success.

We live inclusion.

We put people at the heart of our business. We embrace different perspectives, collaborating to make a positive impact. Through a strong focus on inclusion, with a diverse team of visionaries, thinkers and doers, we build trust — in each other and across our company.

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AGENDA STAFF REPORT

AGENDA LOCATION: Item #9 A - D

MEETING DATE: June 23, 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 June 2, 2025 Special City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the June 2, 2025 Special City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the June 2, 2025 Special City Council meeting minutes.

- B. **ITEM:** Approval of the June 2, 2025 Special City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the June 9, 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 June 9, 2025 Regular City Council meeting minutes

- C. **ITEM:** Authorization of expenditures for Contract No. 2025-007: Annual Water Treatment Chemical Supply Contract

BUDGET IMPLICATIONS: The adopted FY2025-26 budget includes \$333,500.00 in line 051-5000-000.60-86 of the Water Fund allocated for purchase of water treatment chemicals.

SYNOPSIS: Each year, City staff issues a Request for Proposals (RFP) for the supply of various water treatment chemicals used at the Wicks Water Treatment Plant and City wells. Contracts are awarded based on unit pricing and projected annual usage. Once awarded to the lowest responsible proposer, staff places orders as needed throughout the fiscal year.

Most contracts remain below the threshold requiring City Council approval. However, this year’s proposed contract for aluminum chlorohydrate (ACH) exceeds that limit and requires Council authorization. ACH is the primary coagulant used in the treatment process to bind suspended particles into larger clusters that can be removed through sedimentation and filtration. Without it, fine particles that may carry harmful bacteria and viruses cannot be effectively removed.

The City received two proposals in response to the RFP for ACH supply during the 2025/26 fiscal year, as detailed below.

Supplier	Price (per wet lb)
Alumichem	\$0.551
Univar	\$0.648

RECOMMENDATION: Move to authorize the award of Contract No. 2025-007 for the purchase of aluminum chlorohydrate (ACH) to Alumichem in an amount not to exceed \$124,992.00.

D. **ITEM:** Resolution No. 25-027 A Resolution Concurring with the Mayor’s Appointments to the Historic Landmarks Commission.

BUDGET IMPLICATIONS: None.

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

RECOMMENDATION: City Council concurs with the Mayor’s appointment to the Historic Landmarks Commission; and approves Resolution No. 25-027.

MINUTES

CITY COUNCIL SPECIAL MEETING
COUNCIL CHAMBER, CITY HALL
JUNE 2, 2025
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, Executive Assistant Abigail Jara, Public Works Director Dale McCabe, Police Chief Tom Worthy, Facilities Supervisor Mike Kasinger

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 Executive Assistant Jara. Wring, McGlothlin, Runyon, Randall, Richardson, Mays present

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Richardson to lead the Pledge of Allegiance. Councilor Richardson 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 5, Richardson, Randall, Wring, Runyon, McGlothlin voting in favor; none opposed; none absent.

PRESENTATIONS PROCLAMATIONS

If I Were Mayor 2025 Contest Winner

Mayor Mays presented Samson Mastin the first place award for the 'If I Were Mayor 2025' contest. Mastin's winning video was shown.

The Dalles Robotics Team Recognition

Mayor Mays read and presented Certificates of Recognition to The Dalles Robotics team.

Syntax Error, Coach Webber, Zachariah Banks, Kim Morales, Evelyn Schecter, Everest Lenardson

AUDIENCE PARTICIPATION

Dr. Judy Richardson, resident of The Dalles, and member of the District 21 School Board, thanks Council for recognizing student achievements, particularly the robotics team, and expressed appreciation for the City's cost-sharing support of the Safe Routes to School program. She referenced her past involvement in safety walks prior to the pandemic, emphasizing the ongoing need for such efforts.

Chuck Gomez gave an update from the Beautification & Tree Committee. The committee was continuing progress on its tree grant program, which was successful last fall. All 50 trees were distributed, along with a few extras. Tree placement was pre-approved by the committee—primarily by Chair John Nelson and previous Chair Janet Kavanagh—to ensure they enhanced the community. He informed of a new Downtown Beautification Grant program, made possible by a \$3,000 allocation from the City Council. The program invited downtown property owners to apply for grants supporting sidewalk beautification—covering expenses like pots, flowers, plants, greenery, soil, and water bills. While the committee initially hoped for three or four applicants, 23 applications were received. Ultimately, 10 were awarded grants. The report concluded with a note of appreciation for the successful beautification of the Trevitt Triangle at the edge of town.

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- The minutes from the Budget Committee meeting were approved.
- Wasco County declared a fireworks ban. This triggered the City's own ordinance on personal use fireworks, resulting in a citywide ban. The Public Information Officer would coordinate with the Police and Public Works departments to distribute information leading up to July.
- Attended an emergency operation planning meeting with City staff, Wasco County and a consultant to update the City's emergency response addendum. Focus areas included

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City Council Special Meeting

June 2, 2025

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evacuation procedures and incident response.

- Participated in a meeting with the Dalles Area Chamber of Commerce and City staff to begin planning for the 2026 Cherry Festival. Coordination is necessary due to anticipated construction projects, including the First Street Urban Renewal reconstruction and the Federal Street Plaza project, both of which will affect the traditional festival location.
- The community outreach team met to begin planning a September advocacy trip to Washington, D.C., focusing on local policy and project support. The team also discussed state legislation affecting transient lodging tax revenues and 2025 street funding.
- Said Steve Sprague was the new Transportation Manager, joining from ODOT.
- Notified Council two finance department positions were currently vacant or soon will be. Recruitment was underway, and interim plans were being developed.
- Updated of a delay to the dog ordinance to allow further consultation with local veterinary offices based on their feedback.
- Reminded Council this was a special meeting and a regular City Council meeting was scheduled for the upcoming Monday.
- Announced personal vacation plans from June 13 to June 20.

CITY COUNCIL REPORTS

Councilor Runyon reported;

- Nothing to report.

Councilor Richardson reported;

- Attended an Urban Renewal meeting. Craig Building had new owners motivated to refresh the building and help make it a livelier area.

Councilor Randall reported;

- Nothing to report.

Councilor Wring reported;

- Attended an Urban Renewal meeting and reported receiving positive feedback from downtown businesses regarding recent changes to the incentive program's guidance.
- Attended the Sister Cities Association meeting and noted the upcoming trip to Japan, with a delegation from Miyoshi City expected to visit The Dalles in October.

Councilor McGlothlin reported;

- Attended Airport Commission meeting.
- Attended Urban Renewal meeting, where a land use appeal was heard.
- Reported ongoing work on the strategic placement of video cameras.
- Reminded the public to slow down with summer approaching, noting concerns about evening street racing and the need to prevent accidents.

Mayor Mays reported;

- KODL Coffee Break interview with Councilor McGlothlin and Al Wynn.
- Met with Leslie Naramore, Interim Executive Director of Mid-Columbia Community Action.
- KACI radio interview with Mark Bailey.

CONSENT AGENDA

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

Items approved on the consent agenda were: 1) The minutes of May 12, 2025 Regular City Council Meeting Minutes; 2) Authorizing the City Manager to Execute an Estoppel Certificate and Agreement for Planecave, LLC (an Airport ground tenant) to Secure an SBA Loan for Development of a Hangar at the Airport

CONTRACT REVIEW BOARD ACTIONS

Recommendation for Award of the Library HVAC Replacement Project, Contract No. 2025-005

Matthew Klebes, City Manager reviewed the staff report.

Richardson asked if there would be reimbursement from the Library District and if they knew life expectancy of the new system.

Klebes responded the City will enter into the contract for that amount, expend the funds, and then draw down from the grant. He said with more proactive maintenance the life should be extended. Kasinger estimated 25 years.

Klebes commented a special thanks to Ann Moorhead, who assisted with the grant as an AmeriCorps RARE program volunteer.

It was moved by McGlothlin and seconded by Richardson to authorize the City Manager to execute a contract with Air X for the Library HVAC Replacement Project, Contract No. 2025-004, in an amount not to exceed \$423,640.00. The motion carried 5 to 0, McGlothlin, Richardson, Wring, Randall, Runyon voting in favor; none opposed; none absent.

Authorizing the City Manager to enter Contract No. 2025-004 with The Dalles Area Chamber of Commerce for Tourism Promotion Services

Wring stated that, as a downtown small business owner, he understood Oregon's ethics laws required disclosure of any potential conflicts of interest. His family owned a downtown business and was a dues paying Chamber of Commerce member. He did not believe there is a conflict of interest, but wanted to disclose.

Klebes noted for clarification the contract for tourism promotion services is 2025-004.

Matthew Klebes, City Manager reviewed the staff report.

Mays asked where Watson Creative was based. Kara responded they had offices in Bend, Portland, and somewhere in Washington.

Mays asked if the Chamber would take over cruise ship coordination and if the other six bullet points in the staff report were already being addressed under the current contract.

Klebes explained while the City handles cruise ship logistics like docking and utilities, it was not responsible for excursions or visitor services. Under the new contract, one key area was for the Chamber to engage with cruise ships, sharing local information, and assisting passengers providing needed clarity after shifting roles. He added the Chamber already handled tourism marketing, hospitality, events, media campaigns, content marketing, and data reporting.

Mays expressed confusion about the wording "Opportunities to Strengthen the Proposal" and asked if the committee had written it. Klebes confirmed the committee provided the recommendation, highlighting the need to develop destination branding through a collaborative process involving the Chamber, Council, and community, with the Travel Oregon grant aiding this effort.

Mays asked if the community-wide workshop mentioned was part of a collaborative effort Klebes was referring to. Klebes confirmed and added with the Datify subscription, visitor data was collected to help target efforts and measure improvements.

Mays asked when the Travel Oregon grant results were expected. Farquharson, CEO of Chamber of Commerce, said June 17.

Mays asked about the job market for an Executive Tourism Director. Farquharson said there was a market, especially with the RARE program ending. The job would be posted soon through WorkSource and Travel Oregon.

Mays suggested including a city representative on the hiring committee since the role would work closely with the City.

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June 2, 2025

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McGlothlin recalled the transition from City-organized boat scheduling to American Empress and asked how the arrangement had been working, including whether someone was responsible for promoting local excursions. Klebes clarified American Cruise Lines currently handled dockings after American Queen Voyages went bankrupt and one of their boats was acquired by American Cruise Lines. He said docking and logistics had been going well with staff support from Jara and Ell but noted challenges with excursions, as some previously took visitors out of town. He hoped to keep more passengers in town to visit local attractions and said improved coordination under the new contract could help. Klebes added the City did not have a role in promoting excursions, which was why it was included in the contract scope of work.

Farquharson noted the Chamber had previously coordinated with cruise ships and was prepared to do so again. The new Tourism Director would be ready to take on the role with her guidance.

Wring asked if the Travel Oregon grant would fund a temporary position and whether the position at the Chamber of Commerce would be ongoing. He also sought clarification on the budget, noting \$450,000 was set aside for fiscal year 2025–26 and expected it would remain a continuing line item for the contract’s duration, subject to adjustment before Monday’s meeting.

Farquharson clarified the Travel Oregon grant would fund a destination development program led by a contractor, not a temporary position. The contractor, who co-wrote the grant and has experience in other states, would form a tourism committee with a three-year commitment to guide strategic planning, project prioritization, and future grant efforts. The contractor’s role would last about nine months, after which the committee and tourism director would continue implementing the plan and fulfilling grant requirements.

Klebes confirmed the budget would likely remain similar to page 21 of the proposal, with a not-to-exceed 3% increase in later years to help manage cost escalations.

Mays asked the audience if they would like to address Council regarding the proposal.

Cheryl Ragard, Executive Director of Columbia Gorge Discovery Center, in her first year with the organization, appreciated serving on the committee and connecting with others. She noted her organization coordinated the local loop tour guides and worked with Anna Gaffney and Sally Forrester to promote excursions. Some tours visited regional sites, while others included local stops like the Fort Dalles Museum and Neon Sign Museum. She expressed interest in how their role with the cruise lines might evolve and in supporting continued tourism growth.

Darcy Long, a new Chamber board member, said the board had lengthy discussions about continuing the tourism contract due to past concerns about fund use. As a former councilor, she had reviewed the Chamber’s budgets and was impressed. She supported hiring a tourism director to clarify roles and credited Farquharson with convincing the board to retain the contract, which she felt was vital to keep local.

Richardson supported the City's competitive process for the tourism contract and encouraged the Chamber to take the lead. He noted the City had not previously given clear direction on tourism efforts. He emphasized the importance of keeping cruise ship passengers in town through partnerships supported reinstating the hop-on, hop-off bus accessible to residents. He encouraged using tourism to also enhance local quality of life.

Klebes clarified the contract required the contractor to promote the community to cruise lines, supporting visitors, and coordinate excursions with local partners, while the City manages the marine terminal. He said Article 7 of the contract, included strong records and accounting provisions, requiring at least annual reporting and allowing for additional quarterly reports.

Wring supported the contract and emphasized the need to diversify tourism beyond cruise ships, calling it a strong opportunity to expand activities through collaboration.

It was moved by Wring and seconded by McGlothlin to authorize the City Manager to enter Contract No. 2025-004, a Personal Services Agreement with The Dalles Area Chamber of Commerce for tourism promotion services, in an amount not to exceed \$465,000, as presented. The motion carried 5 to 0, Wring, McGlothlin, Randall, Richardson, Runyon voting in favor; none opposed; none absent.

ACTION ITEMS

Adopting General Ordinance No. 25-1415, an ordinance amending The Dalles Municipal Code Title 5 (Offenses) by creating Chapter 5.03 (Recreational Property)

Matthew Klebes, City Manager and Jonathan Kara, City Attorney reviewed the staff report.

McLaughlin asked if the ordinance applied only to City property, such as Parks and Recreation and Kelly viewpoint. He also asked if there was an effort to coordinate with Parks and Recreation to ensure consistent rules across all parks. He raised safety concerns at Kelly Viewpoint, noting hazardous activities such as speeding and vehicles performing donuts in the parking lot.

Klebes clarified the ordinance applied to City-owned and posted properties, similar to the overnight parking rule. It could apply at Rock Fort, Lewis and Clark Park, and possibly Federal Street Plaza. He explained Northern Wasco County Parks and Recreation had its own rules and permits, while the proposed ordinance focused on recreational immunity and limited use of posted property to recreational purposes unless permitted.

McLaughlin expressed support for the ordinance and emphasized the importance of coordinating efforts with Parks and Recreation.

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Runyon asked if walking a dog in a City park would still be allowed without a permit, then further asked if a group of 50 people gathering at 10 a.m. would require a permit. Klebes confirmed walking a dog in the park was a recreational activity that did not require a permit. A permit was needed only for exclusive or non-recreational use of the park.

Runyon asked if events like music concerts required permits as in the past, and whether permit costs were specified in the ordinance. He suggested having clear, simple signage about permits and related changes to direct people to City Hall.

Klebes stated the revised City fee schedule, including permit fees related to the ordinance, would be presented at the upcoming meeting pending Council approval. He noted administrative staff were working on developing clear signage and updating the permit application to make the process easy and user-friendly.

Runyon expressed hope that signage would be written in clear, understandable language and noted that simpler signs may be more cost-effective. He also asked if the ordinance applied to The Dalles City Park. Klebes clarified The Dalles City Park is owned by Northern Wasco County Parks and Recreation District.

Runyon asked what other City parks exist besides Lewis and Clark Park.

Klebes said the primary City-owned recreational properties were Rock Fort, Lewis and Clark Park, the potential future Federal Street Plaza, and 'Hecka Park' but noted the City had limited recreational property overall. The ordinance would most likely apply to Rock Fort, Lewis and Clark Park, and the Plaza.

Richardson stated the intent of the ordinance was to limit liability and asked how actively it would be enforced, including for non-recreational uses like napping.

Klebes stated only recreational use was allowed in the park unless a permit was obtained, preventing insurance claims based on non-recreational use.

Kara stated sleeping was not recreation but noted safeguards existed to prevent indiscriminate enforcement. He explained enforcement would begin with education and, if the issue persisted, the Police Department and City Manager would decide whether to take further action.

Mayor Mays said he wanted to clarify the ordinance's context and origin from these items:

- Until 2023, property owners, including the City, were immune from liability for recreational use. Kara confirmed the City had immunity prior to the case, emphasizing the importance of the City maintaining control over its property.

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- In 2023 the court case ended recreational immunity for landowners. Kara confirmed.
- In 2024, the legislature passed a temporary fix set to expire in 2026. Kara confirmed.
- Staff was proposing a permanent fix that allowed recreational and permitted uses on public lands. Kara stated the City cannot grant itself immunity, but the ordinance aimed to clarify recreational use at one's own risk and required insurance for non-recreational, shifting liability away from the City.

Klebes explained if someone was injured using the park and claimed it was not for recreational purposes, the City would request a permit to verify, supporting the ordinance's intent.

Mayor Mays said that despite a temporary legislative fix expiring next year, this ordinance was intended as a permanent solution. Kara said the ordinance permanently addressed the City's liability gap for non-recreational uses, complementing—but not replacing—state recreational immunity.

Runyon asked if the City could enforce stricter rules than the State's and if it would need to roll back the ordinance if it exceeded state authority.

Kara said the ordinance neither expanded nor limited recreational immunity but covered uses not included under State immunity, providing the City flexibility without exceeding State requirements.

Klebes said if recreational immunity were to sunset without extension, the ordinance would still restrict property use to recreational purposes without a permit, but the City would lose recreational immunity protections.

Mays said the ordinance applied only to "improved recreational facilities," which he understood to include all City facilities like the plaza and Lewis and Clark Park.

Kara said all City recreational facilities were considered improved, while unimproved rights of way fall under different code and state laws. Recreational immunity applied to improved areas to encourage land development for recreation without risking loss of immunity.

Wring asked if insurance requirements for events like music festivals at Lewis and Clark Park would remain the same or increase under the new ordinance.

Kara explained the ordinance set minimum insurance requirements and allowed the City Manager to adopt related rules. Coverage levels would depend on activity risk, aiming to balance risk mitigation with affordable costs to keep park rentals accessible.

Kara said amendments would be made to Section 5.0 3.020 subsection C to remove reference to the exclusive use associated with the City's permits.

It was moved by McGlothlin and seconded by Randall to adopt General Ordinance No. 25-1415, as amended, by title only.

Kara clarified the ‘as amended’ portion of the motion referred to his earlier proposed change to Section 5.03.020(C), removing the reference to exclusive use associated with the City permits.

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

ADJOURNMENT

Being no further business, the meeting adjourned at 7:15 p.m.

Submitted by/
Abby Jara, Executive Assistant

SIGNED:

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk

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CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
JUNE 9, 2024
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

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

COUNCIL ABSENT: Dan Richardson

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Public Works Director Dale McCabe, Deputy Public Works Director David Mills, Police Chief Tom Worthy, Community Development Director Joshua Chandler, Assistant City Manager & HR Director Director Brenda Fahey

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, Randall, Runyon present. Richardson absent.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mayor Mays noted the addition of an item to the consent agenda adopting Resolution No. 25-027 Declaring the Necessity of Acquiring Easements from Certain Described Real Property Abutting East 1st Street for The Dalles Riverfront Access Project.

It was moved by Randall and seconded by Wring to approve the agenda as submitted. The

motion carried 4 to 0, Randall, Wring, Runyon, McGlothlin voting in favor; none opposed; Richardson absent.

PRESENTATIONS PROCLAMATIONS

Explore The Dalles Annual Report - The Dalles Area Chamber of Commerce, Lisa Farquharson

Lisa Farquharson, CEO of The Dalles Area Chamber of Commerce, presented the annual tourism report per the City's contract. She highlighted marketing efforts including partnerships with KETU, digital advertising using Datify, and expanded geofencing targeting key markets. Campaigns generated 30,000 ad impressions, resulting in an estimated \$7.2 million in visitor spending. Year-to-date data showed over 292,000 tracked visitors, with estimated spending exceeding \$75 million. Visitor services assisted 2,800 walk-ins and distributed over 8,000 brochures. She also described efforts in accessibility, event support, media coverage, and business partnerships. The Chamber awarded 15 event-marketing grants and appeared in over 20 publications. Recruitment for a new Tourism Director had begun. She closed by emphasizing tourism's significant economic impact on the community.

AUDIENCE PARTICIPATION

Tim Schechtel, resident, expressed concern about FLOCK surveillance systems being marketed nationwide. He described the system's ability to track license plates and share data across agencies without permission. He referenced recent data breaches, such as in Washington, D.C., and expressed concern about potential misuse if such systems were compromised. He urged City leadership to be transparent if approached by sales agents and noted that Skamania County had installed a system and was facing public opposition. He stated his belief that such systems violate privacy rights.

City Manager Klebes reported that the City had been contacted by FLOCK representatives but, after consultation with the Chief of Police, had no intent to pursue the program.

Judy Merrill, resident, thanked the City for the trees, trash cans with murals, murals throughout town, and the landscaped area at Trevitt. She expressed safety concerns about bicycles, scooters, skateboards, and similar devices on downtown sidewalks. She reported discussions with Police Chief Worthy and the Traffic Safety Commission and recommended the City study a potential ordinance to address sidewalk use and improve safety.

Bob Kenyon, resident, thanked the City for its support of the recent Grand Dalles Music Festival, calling it a great success. He noted strong attendance, community involvement, and benefits to local venues like the Granada Theater. He referred to it as the first annual event and expressed optimism for future growth.

Chip Wood, resident, expressed concerns about ICE activities nationally and their potential impact on the local agricultural industry and community. He acknowledged assurances from Chief Worthy and Sheriff McGill regarding adherence to Oregon law, but questioned if local officials would support peaceful protesters if ICE operates locally. He emphasized the fear created by ICE detentions without due process and encouraged the City Council to be proactive in peaceful opposition. He suggested using emergency alerts to notify the community of ICE activity.

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- Introduced James Sprague, new Transportation Manager from ODOT, replacing David Mills (now Deputy Public Works Director). Thanked Dale McCabe for building a strong team.
- Reminded Council the City has done wastewater testing for COVID-19, RSV, and flu since 2020 to protect public health; North Central Public Health will launch a respiratory risk website this fall, with info included in the September utility bill.
- Met with Columbia Gorge Humane Society, Wasco County, City staff, and veterinarians to discuss updating the dog ordinance.

CITY COUNCIL REPORTS

Councilor McGlothlin reported;

- Nothing to report

Councilor Wring reported;

- Nothing to report

Councilor Randall reported;

- Attended the Local Public Safety Coordinating Committee (LPSCC) meeting, where status updates on several grant applications were provided.

Councilor Runyon reported;

- Attended the Special Council meeting the previous week.
- Invited community to attend the Alaska Airlines-sponsored Fallen Soldiers cart stopping at the Oregon Veterans Home around 2 p.m. on June 18 for a special flag presentation.

Mayor Mays reported;

- Met two newly elected members of the District 21 School Board.
- Met with Hood River Mayor Paul Blackburn.
- Helped celebrate Yard of the Month for Taylor and Kelsey Alzheimer on Third Street.

- Attended the memorial service for community icon Karl Vercoouteren.

CONSENT AGENDA

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

Items approved on the consent agenda were 1) Resolution 25-025 Concurring with the Mayor's Appointments to the Traffic Safety Commission; 2) 2025 Wasco County Multi-Jurisdiction Natural Hazard Mitigation Plan Adoption; 3) Authorization of Expenditures for 2025 City Street Chip Seal Project; and 4) Resolution No. 25-027 Declaring the Necessity of Acquiring Easements from Certain Described Real Property Abutting East 1st Street for The Dalles Riverfront Access Project.

PUBLIC HEARINGS

Resolution 25-023 Declaring The City Of The Dalles' Election to Receive State Revenues for Fiscal Year 2025-2026

Mayor Mays announced the Public Hearing and read the rules.

The public hearing opened at 6:16 p.m.

Mayor Mays called for the staff report.

City Manager Matthew Klebes reviewed the staff report.

Mayor Mays asked if anyone in support of, in opposition to, or in any other way directly related to the proposed use of state shared funding wished to testify

There were none.

Mayor Mays closed the public hearing at 6:19 p.m.

It was moved by Runyon and seconded by McGlothlin to adopt Resolution No. 25-023 Declaring the City's Election to Receive State Revenues for Fiscal Year 2025/2026. The motion carried 4 to 0, Runyon, McGlothlin, Wring, Randall voting in favor; none opposed; Richardson absent.
Resolution 25-024 Adopting the Fiscal Year 2025-26 Budget for The City of The Dalles, Making Appropriations, Authorizing Expenditures, Levying Taxes, and Authorizing the City Manager to Take Such Action as Necessary to Carry Out the Adopted Budget

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Mayor Mays announced the Public Hearing and read the rules.

The public hearing opened at 6:16 p.m.

Mayor Mays called for the staff report.

City Manager Matthew Klebes reviewed the staff report.

Mayor Mays asked if anyone in support of, in opposition to, or in any other way directly related to the approved budget wished to testify

Amy Krol, resident of 805 West 12th Street, The Dalles asked why the Police Budget was the top receiver of the budget. She said the way in which money was spent reflected values. Klebes reported that an Oregon Food Bank application for bird deterrent assistance had been submitted in the grant process but not included in the budget review documents. He apologized for the oversight and affirmed his original recommendation to the Budget Committee.

Mayor Mays closed the public hearing at 6:19 p.m.

It was moved by Wring and seconded by Runyon to adopt Resolution 25-024 Adopting the Fiscal Year 2025-26 Budget for The City of The Dalles, Making Appropriations, Authorizing Expenditures, Levying Taxes, and Authorizing the City Manager to Take Such Action as Necessary to Carry Out the Adopted Budget. The motion carried 4 to 0, Wring, Runyon, McGlothlin, Randall voting in favor; none opposed; Richardson absent.

Special Ordinance No. 25-606 Vacating a Portion of Public Right-Of-Way, Rededicating, and Accepting the Rededication of Real Property on Federal Street Between East 1st Street and East 2nd Street for the Federal Street Plaza Project

Mayor Mays announced the Public Hearing and read the rules.

The public hearing opened at 6:16 p.m.

Mayor Mays called for the staff report.

Community Development Director Joshua Chandler reviewed the staff report.

Mayor Mays asked if anyone in favor of the proposed vacation wished to testify. There were none.

Mayor Mays asked if anyone in opposition to the proposed vacation wished to testify. There were none.

Mayor Mays asked if anyone not in favor or in opposition to the proposed vacation wished to testify. There were none

Mayor Mays closed the public hearing at 6:28 p.m.

The Mayor asked the City Clerk to read the Special Ordinance by title. Ell read the Ordinance by title only.

It was moved by McGlothlin and seconded by Randall to adopt Special Ordinance No. 25-606, which approves the Petition for Public Right-of-Way Vacation Application No. 77-25 to vacate a portion of public right-of-way, rededicating, and accepting the rededication of real property on Federal Street between East 1st Street and East 2nd Street for the Federal Street Plaza Project, based upon the findings of fact and conclusions of law set forth in the Agenda Staff Report, by title only, as presented. The motion carried 4 to 0, McGlothlin, Randall, Runyon, Wring voting in favor; none opposed; Richardson absent.

Special Ordinance No. 25-607, a special ordinance vacating a portion of public right-of-way near the intersection of Columbia Road and Steelhead Way

Mayor Mays announced the Public Hearing and read the rules.

The public hearing opened at 6:42 p.m.

Mayor Mays called for the staff report.

Community Development Director Joshua Chandler reviewed the staff report.

Mayor Mays asked if the applicant was present and wished to testify.

Darrin Eckman, AKS Engineering and Forestry, and Prayut Patel, representing Design LLC (Google), spoke in support of the staff report and recommendation. Eckman noted the road serves no additional parcels and Design LLC owns the adjoining properties. The vacation and lot consolidation will improve design development, provide access to the existing structure on Steelhead Way, and help alleviate current traffic congestion. They offered to answer any questions.

Mayor Mays asked what was located directly west of the Columbia Road right-of-way proposed for vacation

Eckman said a North Wasco County PUD substation was located to the north. He stated that access would be maintained through an easement on the property, along with easements for associated utilities.

Mayor Mays asked if anyone in favor of the proposed vacation wished to testify. There were none.

Mayor Mays asked if anyone in opposition to the proposed vacation wished to testify. There were none.

Mayor Mays asked if anyone not in favor or in opposition to the proposed vacation wished to testify. There were none.

Mayor Mays closed the public hearing at 6:50 p.m.

The Mayor asked the City Clerk to read the Special Ordinance by title. Ell read the Ordinance by title only.

It was moved by Randall and seconded by Wring to adopt Special Ordinance No. 25-607, which approves the Petition for Public Right-of-Way Vacation Application No. 76-25 to vacate a portion of the public right-of-way near the intersection of Columbia Road and Steelhead Way, based upon the findings of fact and conclusions of law set forth in the Agenda Staff Report, by title only, as presented. The motion carried 4 to 0, Randall, Wring, Runyon, McGlothlin voting in favor; none opposed; Richardson absent.

ACTION ITEMS

Special Ordinance No. 25-608 Accepting Title to Real Property Located Near the Intersection of West 2nd Street and Snipes Street

City Attorney Jonathan Kara reviewed the staff report.

Public Works Director Dale McCabe added McCabe reported that staff, led by Water Distribution Manager Jerry Anderson, had conducted inspections during construction to prepare for City ownership and maintenance. A final walkthrough had been held the previous week with Crestline Construction, MFA, and Google to finalize the punch list. Ownership transfer was anticipated around July 1, which would begin a one-year warranty. The facilities included two wells (one ASR), a booster pump station, surge tank, and two 1.25-million-gallon reservoirs, which would be a major addition to the water system. He clarified that the ASR well was an Aquifer Storage and Recovery system, which allowed water to be infused into the aquifer for storage and later recovered at different times of the year.

Runyon said Google had made significant contributions to the community, noting they donated two wells producing more water than they needed, paid for the related infrastructure, and enabled the City to incorporate the system and sell water back to Google. He stated it was a valuable

long-term benefit for the community.

Mayor Mays confirmed that the City would be receiving a water main, two wells, two storage tanks, a water pump station, a sewage lift station, a force main, a utility corridor, water rights, and added system redundancy benefiting the entire water system beyond the Port area.

McCabe stated that the system would serve the 310 zone, which included not only the industrial area but extended to the downtown area as well.

Councilor Randall added that Google's contribution of added capacity was timely, noting that two of the City's wells were currently down for maintenance.

The Mayor asked the City Clerk to read the Special Ordinance by title. Ell read the Ordinance by title only.

It was moved by Runyon and seconded by Randall to adopt Special Ordinance No. 25-608 as presented, by title only. The motion carried 4 to 0, Runyon, Randall, Wring, McGlothlin voting in favor; none opposed; none absent.

Resolution 25-026 Amending the City Fee Schedule (effective June 10, 2025)

City Attorney Jonathan Kara reviewed the staff report.

Wring asked staff when the sewer rate was last adjusted, noting that water rates had recently increased for the first time in 10 years under the Water Master Plan.

McCabe confirmed sewer rates had been that same period of time.

Runyon commended the small increase in sewer fees, noting the inside City limits fee increased by \$1.34 per unit and the outside City limits fee by \$2.36 per unit. He then sought clarification on the livestock feed permit, confirming it increased from \$25 to \$75, applied to livestock (not poultry), and asked if the fee would be charged per animal, such as for multiple horses, cows, or goats.

Kara explained that the livestock permit fee was charged per species, not per individual animal, so five horses required one permit. He clarified that the new Chapter 5.03, effective July 1, defined livestock to include domesticated goats, sheep, alpacas, llamas, equines, and poultry. Poultry was specifically defined as domesticated chickens, ducks, geese, and quail. He confirmed that, according to the definitions, poultry was included within livestock for permit purposes. Kara clarified poultry was covered under the poultry category within the livestock ordinance. He explained one permit was required per species regardless of quantity—for example, one permit covered any number of chickens. Therefore, if an individual had two horses and 10 chickens,

they would have needed two permits: one for horses and one for poultry.

Klebes noted that the City Clerk and Public Information Officer had been conducting public awareness and education over the past weeks and months regarding the new ordinance, its effective date, and compliance requirements.

Kara clarified that if adopted, all fees would take effect the following day except for the sewer fee increase, which was intentionally scheduled to take effect July 1.

It was moved by Wring and seconded by McGlothlin to adopt Resolution No. 25-026, a resolution amending the City Fee Schedule (effective June 10, 2025), as presented. The motion carried 4 to 0, Wring, McGlothlin, Randall, Runyon voting in favor; none opposed; none absent.

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.

Randall declared a potential conflict of interest and recused himself from the executive session.

Mayor Mays recessed Open Session at 7:16 p.m.

Mayor Mays reconvene Open Session at 7:43 p.m.

It was moved by Wring and seconded by McGlothlin to approve the Memorandum of Agreement between the City of The Dalles and The Dalles Police Association, effective July 1, 2025, and expiring December 31, 2025. The motion carried 3 to 0, Wring, McGlothlin, Runyon voting in favor; none opposed; Richardson absent; Randall abstained.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:45 p.m.

Submitted by/
Amie Ell, City Clerk

SIGNED:

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk

DRAFT

RESOLUTION NO. 25-029

**A RESOLUTION CONCURRING WITH THE
MAYOR’S APPOINTMENTS TO THE
HISTORIC LANDMARKS COMMISSION**

WHEREAS, Forust Ercole’s term expired April 30, 2025 and there are vacant positions on the Historic Landmarks Commission, and

WHEREAS, the Mayor has elected to reappoint Forust Ercole and appoint Victor Johnson to the Historic Landmarks Commission.

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

Section 1. The City Council concurs with the appointments of: Forust Ercole and Victor Johnson; with terms expiring May 31, 2029.

Section 2. This Resolution shall be effective June 23, 2025.

PASSED AND ADOPTED THIS 23rd DAY OF JUNE, 2025.

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

AND APPROVED BY THE MAYOR THIS 23rd DAY OF JUNE, 2025.

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



AGENDA STAFF REPORT

AGENDA LOCATION: Item #10A

MEETING DATE: June 23, 2025

TO: Honorable Mayor and City Council

FROM: Dale McCabe, Public Works Director

ISSUE: Authorization of annual amendment to Wastewater Treatment Plant Operations Contract – Amendment No. 2

BACKGROUND: Effective July 1, 2023 the City entered into a new 15-year contract with Operations Management International Inc (OMI), a subsidiary of Jacobs Engineering, to provide contract operation of the City's Wastewater Treatment Plant (WWTP). The contract cost is to be updated annually and authorized each year by City Council through approval of a contract amendment.

The contract includes two categories of costs – Direct Costs and a Management Fee. The Contract provides a formula of CPI plus 2%, which can be capped at 4%, as a default method to update these contract costs annually unless a different rate adjustment is negotiated. The CPI for All Urban Consumers was 3.0% over the previous January to January 12-month period. However, some cost elements which are beyond OMI's control have increased by more than the 3.0% CPI. The main contract elements for which significant increases in cost are budgeted include increase in fuel costs and support for biosolids hauling (+9.2%), communication/fiber fees for Starlink (+10%), Schooling and training for meeting employee certification requirements (+16.4%) and employee wage increases for recruitment and retainage (+6.9%). Staff believes that these proposed increases are reasonable because the City has experienced and budgeted for similar increases in the FY2025/26 budget.

The contract amendment proposes an increase in the Management Fee of 4%. The calculation of the requested Management Fee is based upon the same formula outlined above and has been capped at 4%.

As proposed, this amendment will pay a Management Fee of \$202,497 to OMI, and Direct Costs which include labor and benefits, materials and services of \$1,295,966; the total cost of the contract amendment as proposed will be \$1,498,464 a total increase of 4.99% from the current Contract Amendment No. 1 amount of \$1,427,254. A philosophy of mutual risk/benefit has been maintained in the amendment as the City and OMI will

equally split the costs of any increases in electrical, treatment chemical and natural gas costs above the budgeted amount up to 10%. The City remains liable for any electrical rate, treatment chemical and natural gas cost increases above 10%. The City receives half of any savings in Direct Costs from OMI at the end of the contract year.

The terms of the Contract provide an option for the City to limit the annual increase in cost to 4% instead of the proposed 4.99%. This limitation would reduce the total contract amendment cost by \$14,130. Staff does not recommend imposing this limitation to the amendment cost because some of the highest Direct Cost increases are beyond OMI's control, and they are consistent with cost adjustments that the City has made in its own treatment plant and public works budgets.

BUDGET ALLOCATION: The adopted FY2025/26 budget includes \$1,498,617 in line 055-5500-000.31-10 of the Wastewater Fund for the contracted operation of the wastewater treatment plant. The total cost of the proposed contract amendment will be \$1,498,464 and is the amount budgeted for this purpose.

COUNCIL ALTERNATIVES:

- A. **Staff Recommendation:** *Move to authorize the City Manager to sign Amendment No. 2 to the OMI agreement in an amount not to exceed \$1,498,464.*
- B. Move to authorize the City Manager to sign Amendment No. 2 to the OMI agreement in an amount not to exceed \$1,484,334, reflecting a 4% increase in cost from the prior year.
- C. Deny award of the proposed contract amendment and provide additional direction to staff on how to proceed.



AGENDA STAFF REPORT

AGENDA LOCATION: Item #11A

MEETING DATE: June 23, 2025

TO: Honorable Mayor and City Council

FROM: Matthew Klebes, City Manager

ISSUE: Resolution No. 25-028 Adopting a Supplemental Budget for Fiscal Year 2024/2025, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget.

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary, and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets add funds to existing budgets, while budget amendments move already budgeted funds between categories of the same fund without adding to the fund's total budget.

A Public Hearing is required for any supplemental budget that changes a fund by more than 10%. The proposed supplemental budget is more than 10% of the operating budget of one of the affected funds, so a Public Hearing is required.

A notice of the Supplemental Budget is required to be published, and that notice was scheduled to be printed in The Columbia Gorge News on Wednesday, June 11, 2025.

Resolution No. 25-028 is for a Supplemental Budget for the General Fund and the Airport Fund.

1) The City's General Fund (001) has realized an additional \$50,000 of Transient Lodging Tax to be allocated to North Wasco County Parks and Recreation District. Due to the City moratorium on Short Term Rentals being lifted and more money being retrieved as a result of audits, revenue has increased over the anticipated amount.

2) The Capital Project Fund (037) has realized additional FAA Grant Revenue by \$738,240, with an expenditure for improvements to the City of The Dalles Airport in the amount of \$738,240. Originally this grant was budgeted out of the Airport, but due to the City being the grant administrator, these funds are being moved back to the Capital Project Fund and distributed from the City. The asset

will continue to go to the City of The Dalles Airport.

BUDGET IMPLICATIONS: The Supplemental Budget Resolution No. 25-028 increases the General Fund budget by \$50,000 and increases the Capital Project Fund by \$738,240.

COUNCIL ALTERNATIVES:

- A. ***Staff Recommendation: Move to Adopt Resolution No. 25-028 Adopting a Supplemental Budget for Fiscal Year 2024/2025, Making Appropriations and Authorizing Expenditures within Various Funds of The Dalles Adopted Budget.***
- B. Council may choose to decline to make any changes to the adopted budget at this time.

RESOLUTION NO. 25-028

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024/2025, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FROM AND WITHIN VARIOUS FUNDS OF THE CITY OF THE DALLES ADOPTED BUDGET.

WHEREAS, the City’s General Fund (001) has realized an additional \$50,000 of Transient Lodging Tax to be allocated to NW County Parks and Recreation District. Due to the City moratorium on Short Term Rentals being lifted and more money being retrieved as a result of audits, revenue has increased over the anticipated amount; and

WHEREAS, the Capital Project Fund (037) has realized additional FAA Grant Revenue by \$738,240, with an expenditure for improvements to the City of The Dalles Airport in the amount of \$738,240. Originally this grant was budgeted out of the Airport, but due to the City being the grant administrator, these funds are being moved back to the Capital Project Fund and distributed from the City. The asset will continue to go to the City of The Dalles Airport; and

Summary of Supplemental Budget-Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
General Fund (001)	Transient Room Tax Dollars	50,000	Other Uses- NW County Parks and Rec	50,000
	Total New Resources	50,000	Total New Requirements	50,000
			Total New Special Payments Requirements	959,467
	New Total all Fund 001 Resources	16,588,447	New Total All Fund 001 Expenditures	16,588,447
Capital Project Fund (037)	FAA Grant Revenue	738,240	Capital Projects Department Program	738,240
	Total New Resources	738,240	Total New Requirements	738,240
			Total New Capital Project Fund Program Requirements	4,536,474
	New Total all Fund 037 Resources	4,548,015	New Total All Fund 037 Expenditures	4,548,015

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS PRESENTED ABOVE:

Section 1. The City Council hereby adopts the Supplemental Budget for FY 24/25,

increasing revenues and making appropriations as follows.

Section 2. This Resolution shall become effective upon adoption by the City Council and shall remain in effect until receipt and acceptance of the FY 24/25 audit report.

PASSED AND ADOPTED THIS 23RD DAY OF JUNE, 2025.

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

AND APPROVED BY THE MAYOR THIS 23RD DAY OF JUNE, 2025.

SIGNED:

ATTEST:

Richard A. Mays, Mayor

Amie Ell, City Clerk