

AGENDA

REGULAR CITY COUNCIL MEETING

April 13, 2015

5:30 p.m.

CITY HALL COUNCIL CHAMBER

313 COURT STREET

THE DALLES, OREGON

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A. Funding Request by Mid Columbia Senior Center
 - B. Update by Fort Dalles Museum Commission
 - C. Funding Request by Veterans Memorial Committee
6. AUDIENCE PARTICIPATION

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

CITY OF THE DALLES

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

10. CONSENT AGENDA

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

- A. Approval of March 23, 2015 Regular City Council Meeting Minutes
- B. Approval to Declare Equipment and Vehicles at the Airport as Surplus Property
- C. Resolution No. 15-018 Concurring With the Mayor's Appointment of Linda Miller to the Household Hazardous Waste Committee

11. CONTRACT REVIEW BOARD ACTIONS

- A. Award 2015 Sanitary Sewer Slipline Contract [**Agenda Staff Report #15-022**]

12. ACTION ITEMS

- A. Consideration of Fiscal Year 2015-16 Community Marketing Work Plan and Budget for The Dalles Area Chamber of Commerce [**Agenda Staff Report #15-023**]
- B. Resolution No. 15-017 Establishing Public Improvement Guidelines for Residential Streets [**Agenda Staff Report #15-024**]
- C. Consideration of Compensation Package for Exempt Employees [**Agenda Staff Report #15-025**]

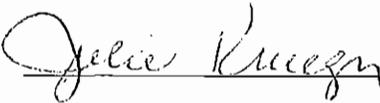
13. DISCUSSION ITEMS

- A. Discussion Regarding Thompson Street Project [**Agenda Staff Report #15-026**]

14. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Julie Krueger, MMC
City Clerk





MID-COLUMBIA SENIOR CENTER

explore-connect-contribute

February 26, 2015

The Dalles City Council,

The Center's Board of Directors, representing the members of the Mid-Columbia Senior Center, would like to thank The Dalles City Council for your past financial support. With your support the Center is fulfilling its mission of promoting healthy aging by providing opportunities for ALL generations to explore, connect and contribute.

THE CENTER'S VALUE TO OLDER ADULTS AND THE COMMUNITY

The Center offers over 200 hours a month of activities that nourish the mind, body and spirit including educational, movement, and most recently, creative arts classes. (We just received a \$1,000 grant from the Wasco County Cultural Trust.) The Center provides information and referrals for older adults as well and Medicare counseling and AARP Tax Aide. The Center is also the home of The Dalles Meals-on-Wheels, a separate non-profit, which serves over 40,000 meals a year.

But the Center's value reaches into the whole community. The Center sponsors Boy Scout Troop #395, provides over 50 hours a month of meeting space at no cost for other non-profits including three AA groups, ARC, NWC SD-21 and The Dalles Merchants; loans medical equipment for a nominal donation; and through the Wasco County Network on Aging helped produce the Passport to Happiness Calendar for 2013 and 2014 and now organizing a 50+ Resource Fair on May 16th.

PAST SUPPORT HAS BEEN INVALUABLE

The City of The Dalles has been a partner since the 1980's when the city donated land and Jack Leash, The Dalles City planner, successfully applied for a CDBG grant to build the Center. The city's past financial support has been used to better position the Center for foundation grants and to help fund unexpected capital improvements.

LAST YEAR'S REQUEST

Last year the City of The Dalles contributed \$5000 to the Mid-Columbia Senior Center for the Center's Uplifting Elevator Project. We now have over \$110,000 in the bank reserved for the Elevator Project and with the \$10,000 from the PUD Grant gives the Center \$120,000 as local match towards the estimated \$364,000 project. We have applied to two foundations and should know by the end of March whether The Ford Family Foundation will fund the project.

REQUEST

The biggest challenge the Center faces is the annual deficit incurred over the last several years. Part of the deficit is the result of the efforts we have been putting into raising funds for the Elevator Project. But the most significant reason for the deficit is the cost of major capital improvements that occur each year. Consequently the Center is now focusing on building up our Capital Reserve Fund for those unanticipated capital expenses. In the last two years we have had to replace a water heater and a heat pump.

For the 2015-2016 fiscal year, the Center is requesting \$5000 specifically for the Center's Capital Reserve Fund to pay for unanticipated capital expenses

Thank-you for your past support and your consideration of this request.

Sincerely,

Scott McKay

Director, Mid-Columbia Senior Center



received
3/26/15

Wasco County/City of The Dalles Museum Commission

500 West 15th Street • The Dalles, OR 97058 • 541-296-4547

March 26, 2015

City of The Dalles
313 Court Street
The Dalles, Oregon 97058

Honorable Mayor and City Council,

The Wasco County/City of The Dalles Museum Commission is requesting an increase of \$2,500 to the current allocation of \$15,000 that has been the city's matching contribution to Wasco County's annual contribution of \$15,000 to the Fort Dalles Museum.

The increase is requested to assist the commission in maintenance and repairs needed at the museum complex. While grants will cover some of the work, some of those grants require matching funds.

We will be making a presentation about our budget request and what is happening at the Fort Dalles Museum at your April 13th council meeting.

Best Regards,

Trish Neal, President
Wasco County/City of The Dalles Museum Commission
541-404-0724

CODE	EXPENSES	EXPLANATION	2014-2015	2015-2016	
51000	Personal Services				Director at \$12 per hour
51571	Museum Staff		\$28,587.00	\$26,345.00	\$18,000.00 1440 hours Jan to D
51574	Part-Time Grounds		\$5,361.00	\$5,361.00	
51602	Overtime		\$800.00	\$800.00	
51701	FICA		\$2,658.00		Will need to increase
51702	Medicare				Will need to add
51705	Workers' Compensation		\$504.00		Will need to increase
51721	PERS				Will need to add
52000	Materials & Services				
52101	Advertising & Promotions	Advertising, Website expenses, etc.	\$1,000.00	\$1,000.00	
52116	Postage	All postage, post office box rent	\$100.00	\$200.00	Slight increase for membership campaigns, etc.
52122	Telephone	Telephone	\$1,220.00	\$1,300.00	Slight increase
52141	Special Events	Expenses incurred for Special Events	\$500.00	\$800.00	Increased back to \$800
52333	Museum Expenses	NOT CURRENTLY USED	\$0.00	\$0.00	
52366	Donation Expenses	Expenses incurred from donations	\$0.00	\$0.00	
52397	Permits	NOT CURRENTLY USED	\$0.00	\$0.00	
52401	Contracted Services	Contractors, handyman, etc.	\$22,500.00	\$22,500.00	
52651	Equipment - Repair & Maintenance	Lawnmower and other repairs of equipment	\$500.00	\$500.00	
52658	Copier - Lease Maintenance	Copier	\$700.00	\$700.00	
52801	Bldg Repair & Maint	Repairs and maintenance of buildings	\$800.00	\$1,200.00	Increased to cover additional repairs
52808	Rentals	Expenses of renting the grounds, deposit returns, etc.	\$100.00	\$200.00	Increased to allow for return of Refunds of deposits from grounds rental
52861	Maintenance - Grounds	All expenses related to maintaining the grounds	\$1,200.00	\$1,200.00	
52870	Utilities	Electricity, gas, internet access	\$7,300.00	\$8,800.00	Increased to allow of increase use of the building in winter/cooling in su
52942	Supplies - Merchandise	NOT CURRENTLY USED	\$0.00	\$0.00	Merchandise is included in the Books line item
52952	Supplies-Museum	Office Supplies, etc.	\$2,000.00	\$2,700.00	Increased to allow for extra supplies, printing, etc.
52971	Books	All merchandise and books for Museum Store	\$1,800.00	\$400.00	Reduced to \$400 as we will not be purchasing much this year
NEW	Training/Education	Training, Education (webinars), Conferences	N/A	\$1,000.00	PastPerfect training, conferences, online training, etc. staff and volunteer
NEW	Membership Dues	Membership dues for museum related, etc.	N/A	\$800.00	Dues to museum-related organizations and affiliates of benefit to the mu
	Capital Improvements	Anderson House floor, Surgeon's quarters repairs	N/A	\$41,000.00	Transfer \$25,000 from Anderson House Funds - Anderson house floor c
		Budget Total	\$77,630.00	\$116,806.00	

CODE	RESOURCES	EXPLANATION		
411	Licenses Fees & Permits		\$0.00	\$0.00
411.129	Admissions	Admissions: general, cruise ship, group tours		\$14,000.00
411.136	Merchandise Sales	Book Store sales		\$1,200.00
411.191	Memberships	Membership Campaign		\$6,000.00
419.436	Contributions & Donations	Donations to museum not designated		\$6,000.00
419.436	Donations			
	City Contribution		\$15,000.00	\$17,500.00
	County Contribution		\$15,000.00	\$17,500.00
	Line Item Contractual Service	Potential for FDMAH Foundation contribution		\$10,000.00
	Transfer from Anderson House fu	Funds allocated for Anderson Homestead repairs		\$25,000.00
	Grant funds	To be applied for		\$19,606.00
		Budget Total		\$116,806.00

Building and Grounds Status Report March 2015

Building/Grounds	Action	Quotes	How to Fund
Surgeon's Quarters			
Heat Pump	PUD audit was the possibility of replacing the existing furnace with a heat pump, and reusing the existing ductwork to distribute both hot and cold air (approx). This has the advantage of providing both heating and cooling and some degree of humidity control, however it would require an exterior condenser and connections through the foundation. – Other Notes: The current furnace works well and passed its recent inspection. The existing ductwork will need insulation in some places where it was either never installed, or the insulation has been displaced by animals. Ductless Heat Pumps were mentioned in the report as an option, however this often requires cutouts in exterior walls, something that, in the interest of preserving the historic integrity and appearance of the SQ, should not be done.	\$6,781	
Office/Basement	Provide two new receptacles in office. Terminate wiring in basement and bring power from basement to office.	\$1,447	
Attic	Replace/deactivate the knob and tube wiring in the attic; light fixture junction boxes before insulation is blown-in, Add two fluorescent pull fixtures to closets.	\$2,009.43	
Attic	PUD energy audit: blow it in from the attic access points. This will work in the two largest attic spaces; however there is no access to the attic space over the office		
Windows	Interior insert windows from Indow (http://www.indowwindows.com), these are museum grade with built in UV filtering. These will only work on the lower story windows.	\$4,697	
Office	Replace heater in office. Is this needed if heating/cooling updated?	\$896	
Exterior	The exterior surfaces of the SQ will have to be protected. During the stewardship of the building by the museum, a periodic coating of linseed oil was applied as a preservative. This has not been done now for over 5 years.		
Roof	The roof will need a preservative/fire retardant treatment, another project that has slipped down the priorities list, but needs to be revisited.		
SQ Misc.	Lighted Exit signs are needed at both entry/exit doors, Security Alarm needs to be programmed for individual passwords to track entry to building. Change out light switch on stairway. Are we required to have lighted Exit signs?	\$1,031	
SQ	Replace “modern” restroom sign with something that matches building.		

Building and Grounds Status Report March 2015

SQ	Make new "Exit Direction" cards, laminate and secure to wall in each room.		
Foundation	Foundation issues on the North side of the building. D&R Masonry from Portland came out to take a look on Tuesday, they will be giving an estimate for the repair work. At this time it looks like the exterior course of rocks on this section of the foundation is failing, however the interior portion of the foundation wall, visible in the cellar, is still intact and providing structural support to the building. Archaeological excavations along the foundation will have to be done prior to repair work.	\$5,440 est.	
Front Steps	The front steps should also receive a seal/preservative treatment soon.		
Roof	Buildup of pine needles on the roof that should be removed		
Chimney	Missing bricks on chimney need to be replaced. If we can obtain the loan of a lift, the cost would be reduced.	\$4,800	
Floors	Refinish floors – stain? Kitchen floors should be done ASAP		
Gardeners Cottage			
Complete Restoration	Restoration work needs to continue on the structure. Check on furniture, etc. stored inside building.		
Anderson House			
Upstairs Floor	The upstairs floors are suffering from visitor traffic. Because of the way the floors were constructed (thin wide boards with a long span) they are rather springy and delicate. Joy Sears from SHPO inspected on 03-24-2015. Recommendation is to lay plywood down on hallway and limit visitors to no more than 10 at a time until this can be corrected. High priority!		
Lighting Upstairs	Replace lighting in upstairs hallway. Provide 24' of track lighting with 15 fixtures. LED lamps will be provided for the 25 Fixtures.	\$2,822	
Lighting Upstairs	Install receptacles for Upstairs bedrooms.	\$1,331	
Ground Floor	Some of the ground floor flooring is also suffering from visitor traffic and will eventually also need to be fixed.		
Fire Exit Kitchen	Need to replace the FIRE EXIT sign on the back kitchen door. Lighted signs?		
Retaining Wall	Retraining wall in front of Anderson House needs to be replaced.		

Building and Grounds Status Report March 2015

Granary			
Roof	Roof needs to be replaced, May be good for another year.		
Steps	Steps built so that visitors can see inside. Possibly build replica of a wagon and have it backed up to the granary as if it is loading. Steps up to the back of wagon so visitors could imagine how it was used.		
Anderson Barn			
	A path is needed between the lower entrance and the upper entrance, particularly on the slope which sometimes gets muddy		
Vehicle Building			
Repair siding and Roof	Some exterior siding and roofing panels are coming loose. The suggested fix is to replace loose nails with gasketed screws. Cost should be minimal; however some time will be involved. Roof access could also be an issue.		
Re-side building	Re-siding metal building with wood to allow it to blend in better.		
Fuel Storage	Proper fuel storage for the mower and the lawn and garden chemicals. Currently fuel is stored in approved containers placed on the ground. Some kind of fireproof cabinet would be a preferred method of storage.		
Dispose of Chemicals	Discussion also occurred about the disposal of excess or old and surplus lawn and garden chemicals. It was suggested that the chemicals be collected and disposed of at the next hazardous waste collection event (May 16 9AM-2PM).		
Vehicle Wood Shed			
Remove dirt	Some dirt is in contact with the lower portion of the wood siding at the south and west sides. This should be removed before the siding starts to deteriorate.		
Re-stain building	The south end of the building needs to be re-stained, water from lawn irrigation (now not hitting the building) has bleached the lower portion of the siding. Some stain and preservative is needed both to improve the appearance of the building and to protect the siding.		
Grounds			
Light pole	Provide switch and receptacle at pole light. Install fused switch and receptacle. This allows for turning the light out during evening events and place to plug in electrical cords,	\$1,214	
Watering	High cost of water bills continues to be a concern.		
Landscaping change	Discussion has been on planting native plants and less grassy areas.		

Building and Grounds Status Report March 2015

Trees	Inspection of all of the trees need to be done to create a “baseline” for health of trees and any recommendations. Certified Arborist was contacted. Waiting for quote on cover the trees on the SQ Grounds and at the Anderson House.		
Fence	Top of fencing needs “capped” to protect public from being cut. <i>Fencing installed wrong way</i>		
Ivy	Remove all ivy on grounds. This especially needs o be done before the Tree inspection.		
Stumps	Remove rotting stumps and fill in holes if necessary.		
Jail Grates	Design an outdoor exhibit so that the grates can be secured standing up on a cement slab. Allow for photographs. Interpretive signage to show old guardhouse, etc.		
Interpretive Signage	Signage for bells, vehicle buildings, former site of officers quarters, etc.		
Path to DAR Stone	Building pathway up to the 15 th and Garrison corner to view DAR marker, bench for seating, interpretive signs for grates.		
Outdoor Seating	Park benches under the trees by the front entrance for visitors while they wait for the bus or just spend time on the grounds.		



AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 13, 2015	Consent Agenda 10, A - C	N/A

TO: Honorable Mayor and City Council

FROM: Julie Krueger, MMC, City Clerk 

THRU: Nolan K. Young, City Manager

DATE: March 27, 2015

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

A. **ITEM:** Approval of March 23, 2015 City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the March 23, 2015 City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the March 23, 2015 City Council meeting.

B. **ITEM:** Approval to Declare Airport Equipment and Vehicles as Surplus Property.

BUDGET IMPLICATIONS: Any proceeds from the sale of the items at a public auction are anticipated to be placed in the Airport General Fund.

SYNOPSIS: Over recent years, the Airport has acquired property, including a variety of equipment and vehicles. Some of these items were acquired as surplus property from the federal government. The listed equipment and vehicles are not needed for the day to day operations of the airport. The sale of the equipment and vehicles at auction would likely yield a higher return, than if the items were offered for individual sale through a bidding process.

RECOMMENDATION: That City Council review and approve the equipment and vehicles to be surplussed and sold at the Spring auction.

C. **ITEM:** Resolution No. 15-018 Concurring With the Mayor's Appointment of Linda Miller to the Household Hazardous Waste Committee.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The Mayor has selected Councilor Linda Miller to serve as the City's representative to the Wasco County Household Hazardous Waste Steering Committee.

RECOMMENDATION: That the City Council adopt Resolution No. 15-018 concurring with the Mayor's appointment of Linda Miller to the Committee.

MINUTES

REGULAR COUNCIL MEETING
OF
MARCH 23, 2015
5:30 P.M.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Steve Lawrence

COUNCIL PRESENT: Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown

COUNCIL ABSENT: Taner Elliott

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Administrative Fellow Daniel Hunter, Public Works Director Dave Anderson, Police Chief Jay Waterbury, Finance Director Kate Mast

CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:30 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; Councilor Elliott absent.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Action Item 12, A, was changed from an Action Item to a Public Hearing. It was moved by Miller and seconded by McGlothlin to approve the agenda as amended. The motion carried unanimously, Elliott absent.

PRESENTATIONS/PROCLAMATIONS

Main Street Program Update

Main Street Director Matthew Klebes provided a handout and reviewed a list of items that had been accomplished in 2014; projects and programs being developed for 2015 and commented on the success of the Program. He noted strong partnerships with the City, Chamber of Commerce, and Port of The Dalles and noted the matching funding from the City was requested for the upcoming year, the same as the current year.

Mayor Lawrence asked if the program had developed expected outcomes based on their goals. Klebes said each project included an “after action report” where an evaluation would take place to determine whether the event or project met the goals of Main Street. He said one example would be if a business had a parklet to use for additional restaurant seating, and whether that brought in more business and helped make an economic impact.

In response to a question, Klebes said the marketing video’s were part of the Main Street marketing program and that they were also working on outreach to cruise ship passengers, in partnership with the Chamber of Commerce. He noted the Cycle Oregon grant to install bike racks in the downtown had not been awarded to The Dalles, so they would continue seeking funding for that project.

Klebes said the task squads who were assigned to work on specific, goal related, projects were very effective in accomplishing goals because they were a group of people focused on just one project at a time.

Councilor Miller asked if Main Street Program had a lot of volunteers. Klebes said there had been an increase in the past year, noting there were some new Committee members and Board members.

Presentation by Chamber of Commerce Regarding Marketing Plan and Budget for 2015-16 Fiscal Year

Lisa Farquharson, Chamber of Commerce President, provided a report and gift bags to the City Council. She showed two videos of regional tourism advertisements and said all of the videos would be available to view on their website. She summarized the 2014-15 accomplishments, including State and regional associations, personnel, lobby updates, operations, marketing, updating their website, social media, and print publications. Farquharson said she had developed a new monthly report which would be provided to Council, detailing accomplishments. She said the Chronicle would be publishing a weekly schedule for cruise ship arrivals and said her staff

had been invited to cruise on the American Empress, which would be very helpful in developing programs for the ship guests.

Mayor Lawrence asked if the work plan included expected outcomes for the goals. Farquharson said the tourism report would provide the Council with updates as to when projects were completed.

Councilor Spatz noted the hotel occupancy rates during the off-season were increasing. Farquharson said there had been an increase in conventions in The Dalles. She said there were only one or two per quarter that she had to turn away, mostly due to the size of the group.

Mayor Lawrence asked if there were projected outcomes for the marketing plan. Farquharson said they were working on more specific areas this year, such as biking and fishing and were placing more focus on reaching out through social media. She said they would also be gathering and reporting on attendance at the local museums.

Councilor Brown asked if the hotel occupancy increases were also due to large construction projects in the area. Farquharson said most of the people working on those projects were not staying in local hotels, or if they were, the numbers weren't reflected because if they stayed longer than 30 days, they weren't subject to pay the room tax. She said there were more sporting events and conferences, which contributed to the increases in occupancy.

City Manager Young said this matter would be on the April 13 agenda for consideration and approval. He urged the Council to let staff know what their questions were in advance of that meeting so they could provide answers.

AUDIENCE PARTICIPATION

None.

CITY MANAGER REPORT

City Manager Young said the City had received the League of Oregon Cities report on water and sewer rates. He said the Administrative Fellow would be providing an analysis and summary of the report for the Council.

Young said he was making good progress on the proposed budget and noted Budget Issue Papers would start being sent out by the end of the week.

CITY ATTORNEY REPORT

City Attorney Parker said he had been working on the medical marijuana regulations, the agreement for the sale of the Elks Club building and the Airport hangar project.

CITY COUNCIL REPORTS

Councilor Brown reported on his attendance at the Traffic Safety Commission Meeting. He said there was discussion regarding people parking in bike lanes, visibility issue at the intersection of Jefferson Street and Scenic Drive, and parking at Third and Liberty Streets. He said no action was taken.

Councilor Spatz said he would be attending the QLife meeting this week. He said he and Bob McFadden had represented the Sister City Association in a meeting with the Consul General and had invited him to visit The Dalles. Spatz reported that the City delegation would be traveling to Miyoshi City in August. He said the Association would be sponsoring a booth at the Cherry Festival.

Councilor Miller said she would be attending the Historic Landmarks Commission meeting on March 25 and had attended the Urban Renewal Advisory Committee meeting on March 17. She said she had attended the Business After Hours event at the Airport and attended a free concert at the Library.

Mayor Lawrence said he had spoken at the recent Lions Club meeting, met with a housing contractor to get more information on how projects could be assembled to rehabilitate housing stock. He said projects may need to be put together for neighborhoods. Lawrence said he had attended a NORCOR Budget Committee meeting and asked that the issue of the City paying for jail beds be removed from their agenda until the County could conduct meetings with the cities in Wasco County to discuss the issue. Lawrence said he had attended the Mid Columbia Economic Development District meeting.

Councilor Spatz said the One Gorge group had asked for a letter of support for the manufacturing initiative. He said he hoped the City would support it. Mayor Lawrence said they were going to provide a draft letter for consideration.

CONSENT AGENDA

It was moved by Miller and seconded by Spatz to approve the Consent Agenda as presented. The motion carried unanimously, Elliott absent.

Items approved by Consent Agenda were: 1) approval of March 9, 2015 regular City Council meeting minutes; and 2) approval to declare Public Works Department equipment as surplus property.

CONTRACT REVIEW BOARD ACTIONS

Approval to Purchase Asphalt for Street Maintenance Projects from April 1 Through June 30, 2015

Public Works Director Anderson reviewed the staff report.

Councilor Brown questioned whether the asphalt should be purchased locally instead of going to Washington to purchase it. Anderson explained that sometimes the Dallesport plant was the only one open, or had the lowest cost. He said there was no local preference within the Contract Review Board Rules.

There was a discussion regarding cost to transport the product from the plant to the job site. Anderson said that cost was factored into the project, along with personnel and equipment costs.

It was moved by McGlothlin and seconded by Spatz to authorize the purchase of hot mix asphalt as needed for street maintenance from the lowest cost supplier available at the time of the projects, in an amount not to exceed \$238,548. The motion carried unanimously, Elliott absent.

PUBLIC HEARINGS

General Ordinance No. 15-1339 Amending General Ordinance No. 98-1222, Establishing Regulations for the Operation of Medical Marijuana Dispensaries

Mayor Lawrence reviewed the procedures to be followed for the hearing.

City Attorney Parker reviewed the staff report. He noted that a letter had been received from Virginia Czarnecki, requesting her property at 1615 East 12th Street be included in the district because it was a medical building and the only interest in purchasing the property was from a

possible medical marijuana dispensary. Parker said the underlying zone in that area was residential, so it would not be allowed by State regulation.

Councilor Miller asked what the justification was for the Planning Commission to recommend the hours of operation not include weekends. City Attorney Parker said he thought it was a way to further restrict operations. Miller said she viewed it as a facility like a pharmacy and said they should not be restricted to weekdays only.

Testimony

Hearing no testimony, the public hearing was closed.

Council Deliberation

Councilor Spatz said he struggled with the point that this ordinance would cause the City to be in violation of federal law. Mayor Lawrence agreed, but said it would be worse to do nothing.

It was moved by Miller and seconded by Brown to amend subsection "g" in each of the three Sections, to state hours of operation would be no earlier than 10:00 a.m. and no later than 6:00 p.m.; removing the restriction of only Monday through Friday. The motion was carried unanimously, Elliott absent.

City Clerk Krueger read General Ordinance No. 15-1339 by title.

It was moved by Brown and seconded by McGlothlin to adopt General Ordinance No. 15-1339 amending General Ordinance No. 98-1222, establishing regulations for the operation of medical marijuana dispensaries, as amended, by title. The motion carried; Spatz voting no and Elliott absent.

DISCUSSION ITEMS

Discussion Regarding Preventative Street Maintenance Program for 2015-16 Budget Preparation

Public Works Director Anderson reviewed the staff report, summarizing the proposed options and various treatments proposed for maintenance. He noted that the cost of a fog seal to a chip seal project was approximately seven to ten cents per yard.

MINUTES (Continued)
Regular Council Meeting
March 23, 2015
Page 7

Following discussion, it was the consensus of the Council to use a combination of Options #2 and #3 to address street maintenance for the upcoming fiscal year and to direct staff to prepare the Public Works Department budget using those options.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:39 p.m.

Submitted by/
Julie Krueger, MMC, City Clerk

SIGNED:

Stephen E. Lawrence, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk

Airport Surplus Equipment List 2015

1979 IHC 1724 Sweeper Truck

1979 IHC CO1850B Truck

1973 IHC 1890 Dump Truck

Deicer Trailer

Woodchuck Wood Chipper

12C Hydra- Mac Loader

Defueler Trailer

280 Tennant Sweeper

92 Tennant Sweeper

Gemini Heater Generator

4 – CF-4000-L Amertek Crash Vehicles

Onan Generator

60H JLC Lift

RESOLUTION NO. 15-018

**A RESOLUTION CONCURRING WITH THE MAYOR'S
APPOINTMENT TO THE HOUSEHOLD HAZARDOUS
WASTE STEERING COMMITTEE**

WHEREAS, there is a vacancy on the Household Hazardous Waste Steering Committee,
due to the retirement of Karen Skiles; and

WHEREAS, the Mayor has selected Linda Miller to fill the vacancy on the Wasco
County Household Hazardous Waste Steering Committee;

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

Section 1. The City Council concurs with the appointment of Linda Miller as the City's
representative to the Wasco County Household Hazardous Waste Steering Committee.

Section 2. This Resolution shall be effective April 13, 2015.

PASSED AND ADOPTED THIS 13th DAY OF APRIL, 2015

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

AND APPROVED BY THE MAYOR THIS 13th DAY OF APRIL, 2015

SIGNED:

ATTEST:

Stephen E. Lawrence, Mayor

Julie Krueger, MMC, City Clerk



CITY OF THE DALLES
Department of Public Works
1215 West First Street
The Dalles, Oregon 97058

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 13, 2015	Contract Review Board 11, A	15-022

TO: Honorable Mayor and City Council

FROM: Dale McCabe, City Engineer

THRU: Nolan K. Young, City Manager *nyj*

DATE: April 1, 2015

ISSUE: 2015 Sanitary Sewer CIPP Lining (Slip-lining) Project,
Contract No. 2015-003.

RELATED CITY COUNCIL GOALS: N.A.

BACKGROUND: The City of The Dalles Public Works Department advertised for bids for the 2015 Sanitary Sewer CIPP Lining Project, Contract No. 2015- 003. The scope of work for the project was stated as follows: “The work to be performed shall consist of furnishing all materials, labor, and equipment necessary in the installation of Cured in Place Pipe (CIPP) liner within existing sanitary sewer pipe. All work will be conducted in accordance with the contract documents.” The project will consist of lining approximately 2402 lineal feet of 6” pipe, 1601 lineal feet of 8” pipe, 719 lineal feet of 12” pipe, 552 lineal feet of 15” pipe, and 739 lineal feet of 21” pipe.

The City currently has about 51,000 feet of clay sanitary sewer pipe in its system that is 50-100 years old, and over 300,000 feet of concrete pipe that is approximately 30-50 years old. Both of these types of pipe can experience cracking, breaks or joint separation that allow roots to intrude into the pipe and cause blockages, or allow sewage to leak out. Breaks in the pipes can also allow ground and/or storm water to enter the sanitary sewer system thereby increasing flows to the wastewater treatment plant. The Public Works Department has developed a program of annually inspecting, prioritizing, and repairing deteriorated and high maintenance sections of the sanitary sewer or storm sewer systems. The goal of the inspection program is to complete about

15% of the system per year. To date, about 77% of the system has been video inspected. Nearly all of the clay pipe and much of the concrete pipe needs to be rehabilitated or replaced.

Based on the City's experiences over the last several years, it's been demonstrated that slip-lining old sanitary sewer pipes with cured in place pipe (CIPP) is a very cost effective and expedient way to repair the lines without having to excavate and completely replace them. Given the backlog of needed sanitary sewer pipeline rehabilitation, the Public Works Department has tried to complete \$300,000-\$400,000 of contracted slip-lining annually in recent years. This fiscal year, a total of \$400,000 was budgeted for this project.

The bid opening for the contract was held on March 31st, 2015 at 2:00 pm for which we received three responsive bids. The bids received were as follows:

1. Insituform Technologies, in the amount of \$286,612.20
3. Columbia Pumping and Construction, Inc., in the amount of \$308,320.00
4. Michels Corporation, in the amount of \$336,235.50

The Engineer's Estimate for this project was \$360,952.00.

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

(Included with this staff report are some before and after photos of sanitary sewer lines that have been treated with CIPP lining in recent years because of cracks in the existing line, segments of missing pipe, and root intrusion into the line.)

BUDGET ALLOCATION: A total of \$400,000 is budgeted for this project in the Sewer Special Reserve Fund 56, Line Code 7630. The low bid for this project falls under the amounts that were budgeted and available for this project.

ALTERNATIVES:

- A. Staff recommendation: *Move to authorize the City Manager to enter into contract with Insituform Technologies, in an amount not to exceed \$286,612.20.*
- B. Request that staff provide additional information in response to questions raised by City Council.
- C. Deny authorization to proceed with the contract.

Root Intrusion



Roots at pipe joints



Same location after pipe lining

Cracks and Fractures



Cracks and fractures forming at the sides



Same location after pipe lining

Hole in pipe



Hole at top right of 8" clay pipe



Same location after pipe lining



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97068

(541) 296-5481
FAX (541) 296-6906

AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 13, 2015	Action Item 12, A	15-023

TO: Mayor and City Council

FROM: Nolan K. Young, City Manager

DATE: March 25, 2015

ISSUE: Consideration of The Dalles Area Chamber of Commerce Community Marketing Program and Scope of Work and Budget for fiscal year 2015-16

Related Council Goal: C-Economic Development #5: During the fiscal year 2015-16 budget process review the City and Chamber's partnership regarding tourism.

BACKGROUND: In June of 2014 the City of The Dalles and The Dalles Area Chamber of Commerce signed an agreement for personal services from the Chamber to provide tourism promotion and community marketing for the City. Section 3Bi calls for the Chamber to provide a report on the results to date of the current work scope to the City Council in March. The report was presented at the March 23 Council meeting.

Fiscal Year 2015-16 will be the second year of this five year agreement. Section 3Bi also calls for the Chamber to submit a budget request and corresponding scope of work each year. The proposed annual budget for the Community Marketing Program and 2015-16 work scope proposed by the Chamber of Commerce has been submitted to the City.

On April 13 the Council will consider how it wishes to respond to the proposal. The City has until May 15 to respond. If you have any specific questions on the Chamber's proposal, please submit those questions to either me or Lisa Farquharson, the Chamber CEO.

I have so far received the following comments that I have passed on to the Chamber CEO:

- Have the Chamber CEO and City Manager develop a list of specific indicators and desired outcomes that we can compare by July 1, 2015.
- Require quarterly reports on the above information.

BUDGET IMPLICATIONS: The Chamber budget request is \$241,030 the same as last year.

COUNCIL ALTERNATIVES:

1. *Approve the Chamber's proposed Community Marketing Program scope of work and budget for fiscal year 2015-16.*
2. Present to the Chamber specific amendments to the Chamber Community Marketing Program for fiscal year 2015-16 for their consideration.
3. Postpone action on the Chamber's fiscal year 2015-16 Community Marketing Program to allow for further discussion.



AGENDA STAFF REPORT

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 13, 2015	Action Items 12, B	15-024

TO: Honorable Mayor and City Council

FROM: Richard Gassman, Planning Director

THRU: Nolan Young, City Manager *ny*

DATE: April 13, 2015

ISSUE: Adoption of Changes to Public Improvement Requirements for Residential Infill.

RELATED CITY COUNCIL GOAL: C. 3. Adopt and Implement Infill Development Standards and Policies to Encourage New Residential Development.

PREVIOUS AGENDA REPORT NUMBERS: 15-005

BACKGROUND: This matter was heard by the City Council on January 26, 2015. At that hearing the Council reviewed the recommendations of the Planning Commission and received public testimony. At the end of the hearing the Council referred this item to staff to make changes to the recommendations as adopted by the Council.

PROCESS: The Planning Commission held multiple hearings and considered several options prior to making its recommendations to the Council. The Council held a public hearing, modified the recommendations of the Planning Commission, and asked staff to prepare a new Resolution. This item is presented to the Council as an action item to review the attached Resolution #15-017.

DISCUSSION: One issue regarding the language in the Resolution has been raised. In item number 6 of the Guidelines, the Council indicated that a property owner on a Network Street would have the obligation to install a sidewalk if the curb line has been established. If no curb line is established at the time a new dwelling is constructed, the property owner would sign a delayed improvement agreement. The issue raised is whether the property owner would have an obligation to install the sidewalk if the curb line and resulting sidewalk would create an “island”. The Council did not address this issue at the hearing or the discussion on January 26.

BUDGET IMPLICATIONS: There is no direct budget implication if the Council decides to adopt this Resolution. There potentially could be an increase in future budget obligations if the City becomes solely responsible for public improvements where previously private property owners paid a share of those improvements.

RECOMMENDATION: Staff recommends that the City Council adopt Resolution #15-017 as presented.

SUGGESTED ALTERNATIVE MOTIONS:

1. If the Council decides to adopt Resolution #15-017, an appropriated motion would be: Move to approve Resolution #15-017 as presented.
2. If the Council decides to amend Resolution #15-017, an appropriate motion would be: Move to amend Resolution #15-017, then state the amendment(s) desired. If one or more amendments are approved, then a second motion would be: Move to adopt Resolution #15-017 as amended.
3. If the Council decides not to approve Resolution #15-017, an appropriate motion would be: Move to not approve Resolution #15-017, and state the reasons for not approving it.

RESOLUTION NO. 15-017

A RESOLUTION ESTABLISHING PUBLIC IMPROVEMENT GUIDELINES FOR RESIDENTIAL STREETS

WHEREAS, the City Council has determined that public improvements for residential streets can best be provided by flexible guidelines rather than fixed standards which are adopted as part of the City's Land Use and Development Ordinance; and

WHEREAS, on March 15, 2010, the City Council adopted General Ordinance No. 10-1303, which provided that new development standards for streets in residential zones were to be established by City Council resolution; and

WHEREAS, on April 26, 2010, the City Council adopted Resolution 10-007 to set development standards for streets in residential zones pursuant to General Ordinance No. 10-1303; and

WHEREAS, the Planning Commission has reviewed the standards set out in Resolution 10-007 and has determined that those standards should be amended; and

WHEREAS, the Planning Commission has recommended a series of changes to the City's residential street standards; and

WHEREAS, the City Council has had the opportunity to review the proposed guidelines on several occasions, and

WHEREAS, on January 26, 2015, the City Council held a public hearing to review the recommendations of the Planning Commission on changes to the standards set out in Resolution 10-007; and

WHEREAS, following the public hearing on January 26, 2015, the City Council approved new guidelines and directed staff to prepare a Resolution adopting the guidelines; and

WHEREAS, it is in the best interest of the public for the City Council to adopt the proposed public improvement guidelines,

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

Section 1. Public Improvement Guidelines Adopted. Public improvement guidelines are hereby adopted for those streets as listed in the document entitled "Residential Street Public Improvement Guidelines", attached hereto.

Section 2. City Manager Authorized to Approve Exceptions. The City Manager is authorized to make exceptions to these guidelines on a case by case basis, subject to notification to the Planning Commission and City Council, and allowing 30 days after the notification for either body to request a review of the proposed exception.

Section 3. Effective Date. This resolution shall be effective as of April 13, 2015.

PASSED AND ADOPTED THIS 13th DAY OF APRIL, 2015

Voting Yes, Councilors: _____

Voting No, Councilors: _____

Absent, Councilors: _____

Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 13th DAY OF APRIL, 2015

Stephen E. Lawrence, Mayor

Attest:

Julie Krueger, MMC, City Clerk

Residential Street Public Improvement Guidelines

1. These guidelines shall replace those established in Resolution 10-007 and will be placed in the Land Use and Development Ordinance under Section 10.060. J. 5.
2. These guidelines apply only to one and two family homes constructed on individual lots. Commercial development, subdivision, and multi-family development shall meet the public improvement requirements found in the LUDO.
3. The City shall establish a network of streets to provide enhanced accessibility for vehicular, pedestrian, and bicycle access as required by OAR 660-012-1145.
4. The designated Network Streets are as follows:
 - a. Chenoweth Loop;
 - b. Hostetler from 6th to 10th;
 - c. Snipes from 6th to 10th;
 - d. West 10th from the west Urban Growth Boundary line to Kelly;
 - e. Union from 5th to 10th;
 - f. Mt. Hood from 10th to the City limits;
 - g. Trevitt from 10th to Scenic;
 - h. Scenic Drive;
 - i. Brewery Grade;
 - j. Kelly Avenue;
 - k. East 16th Place;
 - l. East 19th from the western intersection of East 18th through Dry Hollow to the eastern end of East 19th;
 - m. Dry Hollow;
 - n. East 12th from Kelly to Thompson;
 - o. Thompson;
 - p. Old Dufur Road;
 - q. Fremont from Old Dufur Road to Summit Ridge Drive.
5. Typical street cross sections for these streets are shown on the attached sheets, with some exceptions. These typical cross sections are guidelines for the City Engineer to use and shall be modified to fit on site conditions. The City shall maintain a list of areas where modifications to these guidelines have been identified.
6. For single family dwellings that abut a network street and placed on an individual lot which are not part of a subdivision, the property owner shall be required to install a sidewalk if the City has established a curb line. If no curb line has been established, the property owner shall sign a delayed improvement agreement for

the installation of a sidewalk along the lot frontage on the network street. The delayed improvement agreement will have a sunset clause set at 10 years from the date of signing. This agreement shall be recorded at the property owner's expense. Except for the sidewalk, no other public street improvements will be required.

7. If the lot where the new dwelling is constructed does not abut a network street, then no street or sidewalk improvements are required.
8. Street engineering and construction and stormwater engineering and construction on network streets shall be the responsibility of the City, the timing and selection of projects at the City's discretion.



AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 13, 2015	Action Items 12, C	15-025

TO: Honorable Mayor and City Council

FROM: Nolan K. Young, City Manager *nyj*

DATE: March 26, 2015

ISSUE: Consideration of a Compensation Package for Exempt Employees for Fiscal Year 2015-16

BACKGROUND: For compensation purposes, the City has four categories of employees:

- 1) Exempt employees (Dept Managers, Supervisors, Confidential Secretaries, Planning Staff);
- 2) Contract employees (City Manager, City Attorney, and Municipal Court Judge);
- 3) SEIU represented general employees; and
- 4) Police association employees.

For the last two categories, the City negotiates a labor contract. The SEIU employees will be in the second year of a three-year contract in FY 2015-16. They are scheduled to receive a 2% COLA on July 1, 2015. The City's insurance premium payment increase was capped at 8% in FY 2014-15 for SEIU employees. The three year Police Association contract is in its third year in FY 2015-16; a 2% COLA is scheduled for July 2015. The City's insurance premium payment increase is capped at 8% for the Police Association employees as well.

The City has three contract employees; City Attorney, City Manager, and Municipal Court Judge. The City Council annually considers a COLA and/or salary adjustment for these three after their annual evaluations. Evaluations will be scheduled for April or May. The City is currently paying for the full cost in insurance increases for the City

Manager, and 85% dependent insurance pick up for the City Attorney.

Annually, the City Council also considers cost of living adjustment (COLA) or other salary adjustments for exempt employees. The exempt group has typically lagged behind salaries in comparable cities. In FY 2014-15 this group received a 2% COLA on July 1, 2014.

The annual Consumer Price Index (CPI) increase for 2014 is 1.9%. We have identified three alternatives for addressing the COLA for exempt employees.

1. Staff recommendation: A 2% COLA on July 1, 2015. This amount is the amount in the SEIU and Police Association contracts.
2. 1.9% on July 1, 2015. This equals the CIP increase for 2014. The estimated cost is \$65,897.
3. Approve some other COLA increase for exempt employees in fiscal year 2015-16.

Insurance Cost Share: The City Council expressed a desire to have the employees pick up more of the insurance cost. In line with this desire, we recommend that we follow the 8% maximum increase of the City contribution toward the cost of monthly insurance premiums given to the SEUI and Police Association employees.

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** Approve an exempt employee compensation package for FY 2015-16 that includes: A 2% COLA effective July 1, 2015, and increases the City's contribution toward an employee's insurance premium no more than 8%.
2. Approve an exempt employee compensation package for FY 2015-16 that includes: 1.9% COLA July 1, 2015, and increases the City's contribution toward an employee's insurance premium no more than 8%.
3. Postpone action on exempt employee COLA or salary adjustment to allow for further research.
4. Approve some other exempt employee COLA and/or insurance premium contribution.



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
FAX (541) 296-6906

AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 13, 2015	Discussion Items 13, A	15-026

TO: Mayor and City Council

FROM: Nolan K. Young, City Manager *nyj*

DATE: March 25, 2014

ISSUE: Repaving of Thompson Street

Related City Council Goal: Goal A-6: Consider developing and implementing a plan to improve the travel surface of Thompson Street.

BACKGROUND: Mayor Steve Lawrence has asked us to develop a potential project for the City to do a short term fix on Thompson Street that would provide a new driving surface for this heavily traveled east side street. The Public Works Department has evaluated the options and cost of the project and has prepared a proposal.

Thompson Street is 2350 feet long. We would propose a width of 26 feet from 10th Street through 19th Street, matching the current pavement width. The project would include using the City's zipper machine to tear up the asphalt. We would be lowering the utility manholes and valve boxes before the zipper work and raising them after paving. We would grade the ground material with 2 pounds of cement per square inch to strengthen the base, and pave with 3 inches of asphalt. The final step is to shore up the edges with gravel. This process should last 15+ years. We used this method on Pomona Street just past the Court Club and it seems to be holding up well.

We anticipate that the timing of this project, if approved, will be October of this year. Prior to doing the project there will be some utility work including a new storm sewer line plan for this area, that will need to be done. Waiting until early fall also allows us to direct the street crews attention to the Council's preventative maintenance goal from now until the first of September. It would take about three to four weeks to complete the

project. The project may slip to spring 2016 because of some private utility work that may be required.

COSTS: Materials cost would be \$86,540. It is estimated that the time the street crew would need to spend on this project would be 3-4 weeks.

FUNDING: The funds for this project in the proposed contingency for fiscal year 2015-16 are, in part, caused by savings from the Scenic Drive stabilization project (about \$90,000), a larger than anticipated beginning fund balance in July of 2014 (\$111,000), and funds we hope to transfer to Streets from the General Fund. If not used on this project we would hold these funds in reserve for future street projects once we have done the first round of preventative maintenance. If approved these funds will be budgeted for expenditure in fiscal year 2015-16.

COUNCIL ALTERNATIVES:

1. *Mayor's Recommendation: Authorize City staff to proceed with the paving of travel lanes on Thompson Street at the City's expense.*
2. Decline to do this project in fiscal year 2015-16 and bring back to Council for consideration in fiscal year 2016-17.
3. Decline to proceed with this project, and reaffirm the Council's intent to consider reconstruction of Thompson Street with assistance of a Local Improvement District (LID) in the next two to three years.