

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 p.m.

Councilors Present: LaMear, Herzig, Warr, Mellin, Mayor Van Dusen

Staff Present: City Manager Benoit, Finance Director Carlson, Community Development Director Estes, Library Director Tucker, Interim Parks Director Moss, Parks Director Cosby, Public Works Director Cook, City Engineer Harrington, Police Sergeant Aydt, Police Chief Curzon, and Fire Chief Ames. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

City Manager Benoit introduced the new Director of Parks and Recreation, Angela Cosby, who began a week ago. Today was Interim Parks Director Moss' last day.

### REPORTS OF COUNCILORS

**Item 3(a): Councilor LaMear** reported she attended the Transportation System Plan meeting, but 13 options were presented. Doing something about transportation seems easy until one tries to address it; there are many negatives for every positive. She also attended the unveiling of the Garden of Surging Waves sign, which Councilor Herzig had been promoting. The sign is a great addition, providing citizens a way to see what is going on and what will be happening in the future. She announced that a few minutes before the City Council meeting began, she was notified by phone that Linda Webb, wife of Don Webb, had passed away.

The City Council offered a moment of silence in honor of Mrs. Webb.

**Item 3(b): Councilor Herzig** noted Mrs. Webb was involved with the Loaves and Fishes and will be greatly missed. Delivery of meals to seniors is a valuable service. Astoria and Clatsop County has a large and growing hunger problem. Clatsop Community Action (CCA) has begun a produce give-away on Tuesday afternoons on Marine Drive. He assisted with the give-away on Tuesday, April 30<sup>th</sup> and one truck full of produce was given away in the first hour and a second truck was requested. CCA is giving away fresh food, which is unusual for food pantries. Anything acquired by CCA is being given away. Thousands of pounds of food are given away weekly because people are in such need. Recipients of the free food must be on food stamps or be low income to qualify for this program. He encouraged everyone to become part of the solution to fight hunger locally. The Lower Columbia Diversity Project (LCDP) will host a presentation on homelessness in Clatsop County tomorrow at 7:00 p.m. in the Judge Boyington Building. George Sable from CCA, Seaside City Councilor Jay Barber, and Allen Evans from Helping Hands will attend. As part of the Religious Diversity Series, the LCDP held a presentation on the Sikh history, community, and religion on Sunday, May 5<sup>th</sup>. The presentation given by Dr. Jasmit Singh from Seattle was incredible. Fifty-seven people attended, including five people from the Salem Gurdwara and five people from the Vancouver, WA Gurdwara, who are very interested in the centennial celebration of the formation of the Ghadar Party in October. A man from Seattle would like to arrange for a children's group to attend the event. As soon as Council receives more information on the October event, he would share it with other Sikh communities in Oregon and Washington.

**Item 3(c): Councilor Mellin** reported that she attended the annual meeting of the Assistance League, which is a countywide organization. Each member makes an annual contribution of \$65, which is used to provide clothing to children of all ages throughout the county. League members meet the students at a clothing store where each child can spend \$120 on brand new clothing. This is a dignified way of sharing with children in need. The children have a good time and are very grateful for the experience. She also attended the annual meeting of the Astoria Cooperative, which is on 14<sup>th</sup> and Exchange Street. The organization began in 1974 as a buying club and has grown over the years. The Cooperative's annual revenues are currently over \$2 million. The meeting was held at Fort George Brewery in the Lovell Showroom, which was packed. The whole area along Duane Street was alive with thriving businesses. She appreciated seeing so many young people involved in creating new businesses that are very successful.

**Item 3(d): Councilor Warr** reported that he attended the same three meetings as Councilor LaMear and the rest of the City Council. On Thursday, May 9, 2013, he will attend the Columbia Pacific Economic Development District meeting and also the Northwest Area Commission on Transportation meeting.

**Item 3(e): Mayor Van Dusen** reported that he represented the City at the Hope House Annual meeting. The Hope House is an organization of volunteers and professionals who help individuals with loss and grief, especially children. While Hope House is on the property of the First Lutheran Church, the organization does not discriminate based on religion, gender, race, or economic status. Hope House has been helping individuals for 20 years.

Mayor Van Dusen asked for an update on an incident that occurred on Friday on the river. Fire Chief Ames stated that the Fire Department was originally called due to a report of a male child who had fallen or jumped into the river behind Burger King. The department responded and spoke with witnesses who gave varying accounts of the incident. Statements were recorded verbatim. A search began along the shore and the river pilot boat arrived quickly to begin a search in the water. Dispatch notified the Coast Guard and Clatsop County Sheriff's Marine Patrol. Police Chief Curzon and other officers continued taking statements from witnesses. After 30 to 45 minutes of speaking with witnesses, details of the incident seemed questionable. The Fire Department stopped searching the shore after about 1½ hours. The Coast Guard and Marine Patrol continued the ground search for an additional 45 minutes. It was determined that the initial report could have been false.

Mayor Van Dusen stated no one likes false alarms, but this incident was a good training exercise that allowed several different agencies to work together. Many people saw the incident and were talking about it. Chief Ames added that the crew on the river pilot boat did a great job.

Councilor LaMear announced she would not be present for the first meeting in June 2013. She believed others would be traveling and noted it may become difficult to ensure a quorum is present. Mayor Van Dusen stated the entire City Council will be in Waldorf, Germany the second week in July 2013. Councilors Mellin and Warr and Mayor Van Dusen did not believe they would be absent for any upcoming meetings so City Council would have enough for a quorum.

Mayor Van Dusen proceeded to Item 5(a): Proclamation of Emergency Medical Services Week.

#### **CHANGES TO AGENDA:**

No changes to the agenda.

#### **PROCLAMATIONS**

##### **Item 5(a): Emergency Medical Services Week**

Mayor Van Dusen read the proclamation declaring the week of May 19 – 25, 2013 as Emergency Medical Services Week. He presented the signed proclamation to Jeremy Houston of Medix Ambulance Service.

Jeremy Houston, 656 1<sup>st</sup> Street, Gearhart, Operations Supervisor, Medix Ambulance Service, presented Mayor Van Dusen with a plaque recognizing the City of Astoria for its continued support of emergency medical services personnel. He has worked for Medix for nine years. His career in emergency medical services has always been in Clatsop County. He is motivated by serving the people in the community with whom he grew up. Medix has been in operation since 1975. He believes Medix does a good job serving the community and improves each year. He hopes Medix will continue to serve the community for another 30 years.

#### **PRESENTATIONS:**

##### **Item 6(a): Presentation of Summer Guide by Parks and Recreation Department Director Angela Cosby**

Mayor Van Dusen stated he had asked J.P. Moss to talk briefly about the Parks Department and the changes made since he first came on board.

Interim Parks Director Moss, 1997 Marine Drive, Astoria, stated that when he started with the City, he was tasked with making fundamental changes at the Aquatics Center, which was budgeted to lose \$500,000 and scheduled to close in 90 days. This year the Aquatics Center is only expected to lose between \$75,000 and \$100,000. He reviewed the background and key additions and changes to the Aquatics Center that resulted in the facility's turnaround as well as the changes and improvements made in the Parks and Recreation Department after he was asked to be the Parks Director. Key programs added to the department included Port of Play, Lil' Sprouts, and numerous youth and summer programs, which continue to grow. He discussed the successes and various improvements at the cemetery and Astoria Recreation Center. Also noted were improved communications with the new Parks Department website, Facebook page and quarterly newsletter

- He concluded by noting that the successes realized in the Parks Department were a direct result of the quality of Parks Department staff and the support of City Manager Benoit and City Council. He recognized that City Council took a lot of heat while changes were being made early on at the Aquatics Center. Teamwork led to a state award for the turnaround of the Aquatics Center, which was an enormous award.

Mayor Van Dusen asked where the term Port of Play came from and what changes or project the public may not be aware of. Director Moss explained the children's museum and the Indoor Play Park, a non-profit, merged to become Captain Gray's Port of Play, a non-profit entity that was moved to Gray School. The non-profit asked the City not to use Captain Gray's in the name, so the City decided to call it Port of Play, which allowed the non-profit to keep its logo. In terms of the most intriguing success story no one would know about, he stated the incredible amount of training that is conducted. The Parks Department has gone from a staff of 15 to 20 temporary employees to a staff of 80 temporary employees. Temporary employees are constantly coming and going for various reasons. Training and safety at the Aquatics Center is top-notch. Training is also conducted at Port of Play with Lil' Sprouts. All facilities contain automated external defibrillators (AED). The Aquatics Center has regulated oxygen. The Parks Department can provide levels of response so that when 911 arrives, the patient has been cared for as much as possible. Early childhood education training and best practices is also conducted.

The City Council presented Director Moss with a plaque recognizing his service to the City from 2009 to 2013. Mayor Van Dusen read the inscription. Director Moss stated he has spent the last two weeks working with new Parks Director Angela Cosby, who will be an outstanding Parks Director for Astoria and will do amazing things.

Director Cosby distributed the summer/fall booklet advertising upcoming programs created by Parks Department staff. All of the photographs were taken at City's parks and during City programs and include actual users of the City's parks and programs. Page 17 contains a map of park facilities which includes a few new items and Pages 5 and 6 show a list of free summer programs. She noted that Kids Play Free, June 12-14<sup>th</sup> at the Aquatics Center, Port of Play, and the Astoria Recreation Center. This is right after kids get out of school for the summer. The goal is to give kids a great time so that they want to return for the summer. She confirmed that it was Director Moss's idea to offer free play days to children. Mayor Van Dusen stated it was a great idea to get children involved in programs as soon they get out of school. Other free summer events include concerts in July, movies in August, and a puppet show and kid's day in the park during the first week of August. *The Recreation Reader* includes reports from the Parks Advisory Board and Foundation, updates regarding programs, changes in the Parks Department, as well as information on improvements to the Cathedral Tree Trail and other maintenance updates. This publication comes out more frequently and keeps people updated with other news from the Parks Department.

Mayor Van Dusen read into the record, a letter written to him as Mayor from a long-time friend as follows:

"Dear Mayor Van Dusen,

I want to celebrate the valor, good judgment, and professionalism of one of the Aquatic Center's lifeguards. On Wednesday, April 3, 2013, I was enjoying the arthritis exercise class at the center. As our class was winding down, one of the staff members started the pump that creates the stream down the water slide. I'd never seen it running before and several senior users, men and women, walked up the stairs and enjoyed the fast ride down. I had never seen the slide operating and it looked like good fun. I thought I might never see it operating again, so I wanted to resolve this and give it a try.

So, let's back the story up. For the past 65 years, I've been very comfortable and adept in water. I had no notion that I would get into trouble. But, when I hit the water, I stroked up into the air and hit my head

on the lip of the slide that projects out over the pool. Things got very confused. I know I tried again and I whacked my head a second time. The water that was rushing down the slide was very turbulent. I lost my orientation; not knowing which way was up. Other swimmers now tell me that momentarily they were amused by my thrashing around and they were laughing. In the mean time, I was terrified. This was a rehearsal for drowning.

So, I am delighted to report that a young woman lifeguard, Pam Pierce, recognized the danger of my situation. She jumped into the pool. She grabbed me. She applied her training and she got me up into the air. I am twice her size, so I truly appreciate her courage and skill. Astoria is well served by this young woman. This letter is but a small appreciation of her qualities.

Mr. Ralph Wirfs"

Ralph Wirfs, 864 Grand Avenue, Astoria, stated he is incredibly grateful and will never forget Ms. Pearce's assistance.

#### **Item 6(b): 11<sup>th</sup> Street CSO Separation Construction Update**

Construction in the 8th and Commercial Street intersection was completed on Monday, April 22, 2013 and was reopened to traffic by that afternoon. The City's contractor, Tapani, Inc., completed this work on schedule despite the delays that were associated with the presence of historic trolley tracks. Pavement markings (crosswalk stripes, arrows, etc.) within the 8th and Commercial Street intersection are temporary and will be replaced with permanent, thermoplastic pavement markings once the new concrete intersection has sufficiently cured for a minimum of 28 days. This work is expected to take 8-10 hours and scheduled for the end of May. The contractor is currently working on 8th Street between Commercial Street and Franklin Avenue, installing water, sewer, and storm pipe, rebuilding the street, and replacing certain sections of sidewalk. They are also working on installing new storm pipe on 10th Street between Exchange Street and Grand Avenue.

Tapani, Inc., has provided the following schedule of anticipated work for the next two weeks:

- Construction on 8th Street between Commercial Street and Franklin Avenue is expected to continue through mid-May. 8th Street will be closed to through traffic in this area. There will be intermittent intersection closures on 8th Street during this time. There will be at least one traffic lane open at night and on the weekends through these intersections.
- Construction on 10th Street will continue up the hill (south) from Exchange Street to Kensington Avenue over the next several weeks. There will be short-term road closures associated with this work.
- NW Natural is relocating gas lines within the project area. They are expected to be working on 8th Street between Exchange Street and Irving Avenue over the next several weeks.

Director Cook stated that the citizens have been very patient and helpful during this disruptive project. The contractor has commented that they have never worked in a town whose citizens have such patience. He displayed several pictures of various elements of the project and described the details of how work is being completed at various locations.

Councilor Herzig noted the project update mentioned that 8<sup>th</sup> and Commercial will be closed again for eight to 10 hours sometime toward the end of May 2013 to apply the permanent thermal plastic. He asked how traffic would be managed. Director Cook replied a detour similar to that currently being used would likely be reopened. The markings could not be applied during the last intersection closure because the concrete must cure prior first or the adhesive products will not stay attached to the surface.

Mayor Van Dusen added that City Council members have received many compliments on the courtesy of the crews and the way the City handles the detours.

#### **CONSENT CALENDAR**

The following items were presented on the Consent Calendar:

- 7 (a) City Council Minutes of 4/15/13
- 7 (b) City Council Special Minutes of 4/26/13

- 7 (c) Boards and Commission Minutes
  - (1) Historic Landmarks Commission Meeting of 3/19/13
  - (2) Library Board Special Meeting of 3/11/13
  - (3) Library Board Meeting of 3/26/13
  - (4) Planning Commission Meeting of 3/26/13
  - (5) Traffic Safety Committee Meeting of 3/26/13**
- 7 (d) Continuation of Libraries ROCC! LSTA Grant, Extending Service to the Unserved (Library)
- 7 (e) Pedestrian Safety Mini Grant (Police)**

Councilor Herzig requested that Items 7(c)(5) and 7(e) be removed for further discussion.

**City Council Action:** Motion made by Councilor Warr, seconded by Councilor Mellin, to approve Items 7(a), 7(b), 7(c)(1), 7(c)(2), 7(c)(3), 7(c)(4), and 7(d) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

Councilor Herzig said that he wants to acknowledge the work being done by the Traffic Safety Committee (TSC). He has been attending their meetings regularly. There has been a lot of ideas and information, and he feels a sense of frustration that nothing is happening. The TSC and staff are not authorized to take any action; it only ends up on the Consent Calendar. Great input has been received from Sergeant Aydt. City Engineers Harrington and Crater have given reports. Tom Freel has weighed in on suggestions. Many ideas for possible solutions are being generated; however, these ideas just stop at the Consent Calendar. Many people have talked to him about ideas for redoing the pedestrian flags, such as reflective material. He has made it his mission to bring this to the Council's attention and forward TSC items on the Council. Mayor Van Dusen added that this was for informational purposes so no action was necessary.

Councilor Herzig said the with regard to the Mini Grant, he respectfully requested that the Police Department consider advertising crosswalk enforcement in a way that does not reveal too many details, such as giving the exact time and place. Similar to sobriety checks during New Year's, he believed this would become part of public awareness of pedestrian safety. Advertising that enforcement will take place on a particular week will encourage people to take pedestrian safety more seriously.

Mayor Van Dusen stated City Council should be cautious about directing the Police Department to do different activities. This is a mini grant and could be bigger issue. He asked Councilor Herzig for clarification on what City Council should direct the Police Department to do.

Councilor Herzig stated he is asking Council to direct the Police Department to publish a small announcement in the newspaper that the police will be conducting a pedestrian safety enforcement activity during a particular week. He hoped this would be done at no expense and with minimal extra work. City Manager Benoit believed the City has always broadly advertised these events and the day, time, and location is included. Sergeant Aydt confirmed that the events are advertised, adding that some advertisements have specified the details while others have only provided general information.

Councilor Warr understood the enforcement events have been advertised on a regular basis. Sergeant Aydt added that most events are advertised, but not all. Notices are sent to various media outlets in the community. The media outlets decide what to broadcast or print. Chief Curzon stated that the operations are not always a guaranteed event. He is hesitant to broadcast much of the information because the intention of the grant is to continually encourage people to focus on pedestrian safety, rather than just during a specific week. This is why a mix of announcement types is publicized.

Mayor Van Dusen explained that in the past, a similar discussion had taken place at a City Council meeting, prior to the current Chief of Police and City Manger being on staff. The Council had moved to increase traffic control on 7<sup>th</sup> Street between Peter Pan Market and Fultano's, which was a mistake. City Council had been well informed that it is not City Council's job to run the Police Department.

## REGULAR AGENDA ITEMS

**Item 8(a): Ordinance regarding Amendment Request (A12-04) by Community Development Director to Adopt the Trails Master Plan and Comprehensive Plan Amendments (2nd reading & adoption) (Community Development)**

The City has partnered with the National Park Service (NPS) to conduct a trails inventory and develop an updated Trails Master Plan. The trails master planning process was managed by the Community Development Department and the Plan was created with assistance from the Lewis and Clark National Historical Park's Community Assistance Program. The process included an inventory of existing trails and conditions, multiple public open house meetings, questionnaires / surveys, and development of a master plan for trail development, maintenance, and use within the City. Community Development Department staff worked closely with the Parks and Recreation Department in developing the draft Plan. Information gathered from the numerous public meetings, interviews, and surveys was consolidated by the NPS intern and formulated into specific recommendations and priorities on potential new trails, signage, maintenance, safety, and enforcement. The results of each of the surveys are included in the Appendix section of the Plan. The draft Plan and proposed Comprehensive Plan amendments were presented and recommended for approval by the Parks Board on February 25, 2013 and by the Astoria Planning Commission on March 26, 2013. The City Council held a public hearing and first reading of the proposed ordinance at its April 15, 2013 meeting. It is recommended that Council adopt the Trails Master Plan and Comprehensive Plan amendments as recommended by the Planning Commission. If the Council is in agreement with the recommendation of the Planning Commission, it would be in order for Council to conduct a second reading and adoption of the Ordinance and Findings of Fact.

Chief Ames conducted the 2<sup>nd</sup> reading of the Ordinance regarding Amendment Request (A12-04).

**City Council Action:** Motion made by Councilor Mellin, seconded by Councilor Warr to approve the 2<sup>nd</sup> reading and adopt the Ordinance regarding Amendment A12-04 and Findings of Fact. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(b): Consideration of Draft Council Fiscal Year 2013-2014 Goals**

The City Council held a work session to set goals for Fiscal Year 2013- 2014 on January 25, 2013. From that work session, a list of Council goals was drafted and posted on the City website for public review. In addition, the draft goals were discussed at the City Council meetings of February 4, 2013 and March 4, 2013 and articles reviewing the goals were published in the January 28, 2013 and January 29, 2013 editions of The Daily Astorian. To date, no comments or suggestions for modifications or additions to the goals have been received from the public. It would be in order for the Council to consider adopting the draft list as the official City Council goals for Fiscal Year 2013-2014.

City Manager Benoit distributed copies of the draft City Council goals, noting the fifth and last bullets are redundant as they both state the goal of maintaining advocacy for the Astoria bypass and fishery issues. The last bullet includes the goal of maintaining advocacy for the Astoria bypass, for fishery issues and for business development expansion through the Astoria Downtown Historic District Association's (ADHDA), Business Development Committee, Columbia Pacific Economic Development Council (Col-Pac), and Clatsop Economic Development Resources (CEDR). City Manager Benoit suggested striking the fifth bullet as this goal is also included in the last bullet.

Mayor Van Dusen confirmed that no members of the public wanted to address the City Council on the proposed goals.

**City Council Action:** Motion made by Councilor LaMear, seconded by Councilor Mellin to adopt the draft list with the deletion of bullet 5 as the official City Council goals for Fiscal Year 2013-2014. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(c): Public Hearing- Consideration of Land Trade to Facilitate Development of Williamsport Sports Complex (Public Works)**

At its April 21, 2013 meeting, the City Council authorized staff to notify surrounding property owners that they were welcome to provide testimony regarding a proposed exchange of City-owned property for privately owned property near the intersection of Williamsport Road and Highway 202 at the May 6, 2013 Council meeting. Based on public testimony, the Council may wish to approve the exchange as presented, modify the exchange, or reject the exchange. If the Council approves the exchange as presented, the City Attorney would prepare necessary documents to be considered at a future Council meeting. It should be noted that an additional parcel of land within the 1st and Commercial slide area, (89 7DB tax lot 8700), was added to the property to be acquired by the City. Although the parcel has minimal economic value, it is surrounded by City property and may be needed at some future date for utility installation. It is recommended that the City Council invite public testimony regarding the property exchange. After public comment, it is recommended that Council determine if they approve, would like to modify, or reject the exchange.

Director Cook noted the City and privately owned parcels involved in the exchange on a displayed map, identifying key streets and landmarks to help orient viewers about the properties' locations.

Mayor Van Dusen opened the public hearing at 8:10 p.m. and called for anyone wanting to address the City Council on the proposed exchange of City-owned property involving parcels on Williamsport Rd and West Kensington. Hearing none, Mayor Van Dusen closed the public hearing at 8:11 p.m.

City Manager Benoit asked City Council to consider approval of the proposed exchange. Upon approval, staff will work with City Attorney Henningsgaard to prepare legal documents that will be presented to City Council to execute the trade.

**City Council Action:** Motion made by Councilor Warr, seconded by Councilor Mellin to approve the exchange of City-owned property for privately owned property near the intersection of Williamsport Road and Highway 202. Motion carried 4-1. Ayes: Councilors LaMear, Warr, Mellin, and Mayor Van Dusen; Nays: Councilor Herzig.

Councilor Herzig stated he did not agree with exchanging this piece of City-owned property, which is at the tip of what is referred to as one of Astoria's urban forests. Some people prefer this land to remain undeveloped. Knowing that the motion would pass, he wanted to speak up for people who would be against development of this land. If the photographs were larger, the large forested area to the south would be seen extending to West Klaskanine. This area has been the subject of some debate. He does not want to see the land turned over to developers.

**Item 8(d): Memorandum of Agreement- Fire Protection for US Coast Guard Facilities at Tongue Point (Fire)**

U.S. Coast Guard (USCG) facilities at Tongue Point are located outside of Astoria City limits. Recently, the USCG expressed interest in establishing an agreement that would allow for fire protection and emergency medical services to these facilities. The attached Memorandum of Agreement (MOA) was negotiated with the USCG and satisfies their need for emergency services. Termination of the agreement is possible by either party upon 30 days written notice. This Memorandum of Agreement has been reviewed and approved by the City Attorney. It is recommended that Council approve the Memorandum of Agreement between the City of Astoria and the USCG for fire protection and emergency medical services to the Coast Guard facilities located at Tongue Point, Astoria, Oregon.

Mayor Van Dusen asked to see a map outlining the Astoria city limits, as much of the Tongue Point property is inside city limits. City Manager Benoit replied no map was available for the screen. He explained that the property owned by the Port of Astoria, referred to as North Tongue Point which is south of Job Corps, is inside city limits. The Job Corps installation itself, the property owned by the USCG and the forested property owned by Oregon Department of Fish and Wildlife are outside City limits. The city limit line runs along the railroad tracks encompassing South Tongue Point where the MERTS Campus. Looking from the No. 10 6<sup>th</sup> Street viewing station, the city limit line sits in the center line of the navigation channel. Director Estes added that as it gets to Tongue Point the city limit line comes in the east of the waste water treatment facility. State of Oregon line follows the north channel, but not the city limit line.

Councilor Herzig complimented Fire Chief Ames on his willingness to provide service to this area. The Fire Department has dealt with budget cuts and maintenance issues; however, they are the only fire department that can provide services to this area.

**City Council Action:** Motion made by Councilor Herzig, seconded by Councilor Warr to approve the Memorandum of Agreement between the City of Astoria and the USCG for fire protection and emergency medical services to the Coast Guard facilities located at Tongue Point, Astoria, Oregon. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(e): Approval for Emergency Repairs to Ladder Truck 2541 (Fire)**

The City of Astoria Fire Department ladder truck is a 1988 Simon Duplex LTI 75 foot aerial fire apparatus. The truck has accumulated 47,800 miles. At the time, Ted Ames was appointed Fire Chief, Public Works and Fire Department personnel advised him the ladder truck was in need of serious repair, maintenance and Underwriters Laboratories Acceptance and Approval testing. Without the immediate repair of these items, while the ladder truck was useful, it was unsafe and unreliable. The Public Works Department had previously received a quote for the repairs in the amount of \$15,425.00 dated December 12, 2012 from a fire apparatus repair vendor in Hillsboro, Oregon. Chief Ames contacted a second vendor based in Springfield, Oregon and received a quote of \$12,030.00 dated February 21, 2013. Chief Ames advises that the second quote was from a reputable repair facility and, given the emergency nature of the repairs, was directed to proceed. The repairs to ladder truck 2541 have been completed with the final invoice of \$10,478.88, which is \$1,551.12 under the original quote. It is recommended that Council authorize the payment of the emergency repairs performed on ladder truck 2541 in the amount of \$10,478.88 to Hughes Fire Equipment, Inc.

City Manager Benoit noted Chief Ames worked hard to secure multiple bids and saved money by accepting a competitive bid from a competent firm.

**City Council Action:** Motion made by Councilor LaMear, seconded by Councilor Herzig to authorize the payment of the emergency repairs performed on ladder truck 2541 in the amount of \$10,478.88 to Hughes Fire Equipment, Inc. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(f): Authorization to Request Architectural and Design Statement of Qualifications - Senior Center Renovation Project (Community Development)**

The Astoria Senior Center Grant includes a fixed budget of \$115,000 for architectural and engineering services for design and supervision of the renovation project. In order to initiate the process, staff prepared a Request for Statement of Qualification (SOQ) to be distributed to architectural firms. It is anticipated that the contract will be awarded on July 2, 2013. The selection process will be managed by City staff. Firms will be evaluated based criteria outlined in the attached SOQ. Staff has proposed a compressed time schedule so that design work can begin in July. It is recommended that Council authorize staff to advertise a request for Statements of Qualifications from architectural and design firms for the renovation of the Astoria Senior Center.

Mayor Van Dusen confirmed that no members of the public wanted to address the City Council about the Senior Center.

**City Council Action:** Motion made by Mayor Van Dusen, seconded by Councilor Mellin that City Council authorizes staff to advertise a request for Statements of Qualifications from architectural and design firms for the renovation of the Astoria Senior Center. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(g): Authorization to Request Statement of Qualifications - Senior Center Grant Administrator (Community Development)**

The Community Development Block Grant (CDBG) that was awarded to the City to renovate the Astoria Senior Center requires that a grant administrator be appointed to monitor, track, and report project expenditures. This individual would ensure that all State and Federal funds are properly expended in accordance with the grant agreement. Because management of the CDBG is time intensive, City staff does not have the capacity to carry



out this activity. Furthermore, Federal regulations preclude the City from charging the grant for regular salaried staff time used to administer the grant. Therefore, it is necessary to issue a Statement of Qualifications (SOQ) to firms or individuals who can perform the activities contained in the attached Scope of Work. After qualifications are evaluated, a recommendation will be brought to the Council for their consideration. It is requested that the Council authorize staff to issue an SOQ for a Grant Administrator based on the attached Scope of Work.

Councilor LaMear asked how much a grant administrator would cost. City Manager Benoit explained the state highly recommends that communities hire a grant administrator because the paperwork and reporting requirements are onerous and so a portion of the grant is allocated for a grant administrator. Director Estes stated the proposed budget is not to exceed \$40,000, which includes grant administration and administration of labor standards compliance. City Manager Benoit added that the CDBG originates from Housing and Urban Development at the federal level. The grant administration document is three inches thick. A grant administrator is expensive, but well advised. Director Estes clarified that grant administrators are professionals.

Councilor Herzig recalled that City Manager Benoit was appointed project manager and asked if this would change the City Manager's status. City Manager Benoit explained that the state requires a project manager to ensure that all documents have an authorized signature by a City representative. He will not have a role in the actual detail of the grant administration. He will hire the grant administrator and have oversight authority.

**City Council Action:** Motion made by Councilor Warr, seconded by Councilor LaMear to authorize staff to issue an SOQ for a Grant Administrator based on the attached Scope of Work. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(h): Award of Contract for Upper Ridge Slowdown Timber Sale (Public Works)**

At their March 18, 2013, meeting, Council authorized staff to solicit bids for a timber sale in the City's Watershed. The timber sale is being offered to remove timber blown down during the winter 2013 storms. The sale will remove the blowdown trees and remove additional trees to a point below the ridgeline to minimize future blowdown occurrences, and minimize fire risks.

The following bids were received on April 25, 2013, and are quoted as gross revenue based on the advertised volume:

Hampton Tree Farms, Inc.	\$ 159,883.20
Sanders Wood Products	\$ 147,840.00

With the addition of the non-bid species, the estimated gross revenue will be \$172,000.00. The net revenue, after reforestation and project costs, is estimated at \$152,000.00. It is recommended that City Council award a contract to Hampton Tree Farms, Inc., for the Upper Ridge Slowdown Timber Sale.

Mayor Van Dusen stated he was pleased that staff recommended a local company. Hampton Tree Farms employs a lot of people in the community.

**City Council Action:** Motion made by Councilor LaMear, seconded by Councilor Warr to award a contract to Hampton Tree Farms, Inc., for the Upper Ridge Slowdown Timber Sale. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(i): Lease Agreement for Clatsop County Net Pen Access Pier (City Manager)**

Clatsop County accesses and maintains the salmon net pens supporting the Youngs Bay Terminal Fishery via a City-owned pier located at the southeast corner of the City's "Yacht Club Property". In a recent winter storm, the pier was heavily damaged. With County assistance, the City secured a grant from the Oregon Department of Fish and Wildlife to make needed repairs. Total cost of the work was \$41,820.84, inclusive of a \$10,000 match. Clatsop County agreed to contribute 50% of the required match.

To account for their contribution and to address possible future structural repair requirements, staff is proposing that Council consider entering into a revised Lease Agreement with Clatsop County. Enclosed for Council's information are the 2010 Agreement that is currently in effect and the proposed revised Lease Agreement. The

proposed Lease Agreement, drafted by the City Attorney and approved by Clatsop County Counsel, addresses the contribution of the grant match and future repairs in Section 1. A new Section 9 has been added to address a County request to have opportunity to consider acquisition of the Yacht Club site to protect their interest in the net pen operations should the City ever consider a sale of the property. It is recommended that Council authorize entering into a revised Lease Agreement with Clatsop County for use of the City-owned "Clatsop Net Pen Access Pier".

Director Cook pointed out the access pier on a graphic image displayed on the screen.

Councilor Herzig stated that in Section One of the Cost Share Agreement of the original lease required the county to participate in shared costs of pier and dock maintenance and repairs not to exceed \$4,000 over a five-year period. The new lease only requires the county to share the costs of current restoration. City Manager Benoit clarified that Section One of the new agreement states that the county has agreed to contribute 50% of the matching funds required by the grant, which is \$5,000. It also states that the county is to perform all routine maintenance and repairs on the fishing pier as needed in lieu of rent payments. Any major structural repair not otherwise covered by insurance or a third party will be undertaken by mutual agreement between the City and the County. Structural repair of a dock can be expensive. The old lease requirement that repairs not exceed \$4,000 was insufficient. Each repair item will be discussed as it comes up.

**City Council Action:** Motion made by Councilor Warr, seconded by Councilor LaMear to authorize entering into a revised Lease Agreement with Clatsop County for use of the City-owned "Clatsop Net Pen Access Pier". Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(j): 17th Street Dock Replacement Project- Pay Adjustment #5 (Public Works)**

On June 25, 2012, the Astoria City Council awarded a construction contract to Bergerson Construction in the amount of \$4,266,137.00 for the 17th Street Dock Replacement Project. The project construction commenced on September 1, 2012 and is currently scheduled for completion by early-mid June 2013.

Following is a summary of the pay adjustments to date:

Pay Adjustment (Described below)	Amount	Contract Amount	Contingency Balance	Contingency Balance Percent
		\$4,266,137.00	\$400,000.00	100%
1	(\$23,297.00)	\$4,242,840.00	\$423,297.00	106%
2	\$11,934.84	\$4,254,774.84	\$411,362.16	103%
3	\$50,053.18	\$4,304,828.02	\$361,308.98	90%
4	\$62,820.78	\$4,367,648.80	\$298,488.20	75%
5	\$93,818.99	\$4,461,467.79	\$204,669.21	51%

( ) = Credit

- Pay Adjustment #1 - Multiple credits to the project and added Additive Bid Item #2 - Replacement of the Floating Dock Piles.
- Pay Adjustment #2 -Additional credits and added utility costs.
- Pay Adjustment #3 - Miscellaneous additional utility work and the addition of guardrail improvements.
- Pay Adjustment #4 - Electrical system components.
- Pay Adjustment #5 (Current) - Mooring Camels, Floating Dock Repairs and miscellaneous items.

The current pay adjustment represents multiple structural modifications/adjustments and dock details determined necessary during the process of constructing the dock. It is recommended that the Astoria City Council authorize Pay Adjustment #5, which will result in a contract increase of \$93,818.99. It is anticipated that this will be the final pay adjustment, leaving 50% of the Contingency Fund reserved for the project unexpended.

Councilor Warr confirmed with City Manager Benoit that the mooring camels had originally been moved from 17<sup>th</sup> Street to Pier 1. City Manager Benoit explained the Port did not have the proper breasting facilities to accommodate the U.S. Coast Guard, so the City reused them. During the storm, the mooring camels took the brunt of the winds as they were not as protected as they were at the Coast Guard dock.

**City Council Action:** Motion made by Councilor Warr, seconded by Councilor LaMear to authorize Pay Adjustment #5 which will result in a contract increase of \$93,818.99. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig, and Mayor Van Dusen; Nays: None.

**Item 8(k): Heritage Square EPA Brownfield Grant- Request for Authorization to Award Contract for Environmental Consultant Services (Public Works)**

In late 2011/early 2012, the Oregon Department of Environmental Quality (DEQ) provided a grant to the City in the amount of \$50,000 to further analyze the presence of any contaminants at the Heritage Square site. In early 2012, a representative from Business Oregon informed staff of a grant opportunity, which could provide additional funds for site assessment and also remediation, if required. The grant would be provided through the Environmental Protection Agency's (EPA) Brownfield Multi-Purpose Pilot Grant program.

Grant funds in the amount of \$400,000 (\$200,000 for assessment and \$200,000 for remediation) were requested and subsequently awarded in September 2012. A no cash match is required for assessment work and a 10% cash match for remediation work. The cash match is proposed to come from the Astor-East Urban Renewal fund and/or the Capital Improvement Fund.

At the December 17, 2012 City Council meeting, staff received authorization to solicit a Request for Qualifications (RFQ) for an Environmental Consultant. Responses were received from nine firms. They are listed in the order in which they scored in our evaluation: AMEC, GeoEngineers, Geosyntec, Maul Foster Alongi, Cardno, Ash Creek-Apex, GeoDesign, Berger ABAM and Coles Environmental. All nine firms specialize in environmental engineering.

AMEC was determined to be the best fit for this project. They presented the most complete understanding of the project, with a thorough, well thought out scope of work. Staff has negotiated a scope of work and contract compatible with the project goals as outlined in the project work plan. The scope of work has been reviewed and approved by both the Oregon DEQ and the EPA. The remaining \$63,000 will be available for DEQ project management oversight costs as identified in the grant documents. It is recommended that City Council execute a contract with AMEC for a total not to exceed amount of \$337,000 for environmental engineering services on the Heritage Square EPA Brownfield Grant Project.

Mayor Van Dusen asked if the cost could be less than \$337,000. City Manager Benoit replied that up to \$200,000 has been allocated for assessment and up to \$200,000 for cleanup. If cleanup is minimal, the project could cost less than \$337,000.

**City Council Action:** Motion made by Councilor Mellin, seconded by Councilor LaMear to execute a contract with AMEC for a total not to exceed amount of \$337,000 for environmental engineering services on the Heritage Square EPA Brownfield Grant Project. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Mellin, Herzig and Mayor Van Dusen; Nays: None.

**NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS**

Mayor Van Dusen stated that the *Daily Astorian* is a quality newspaper. They do an excellent job of reporting in the community and Astoria is fortunate to have them, as well as the radio stations.


**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:28 p.m. to convene the Astoria Development Commission meeting.

**ATTEST:**

  
\_\_\_\_\_  
Finance Director

**APPROVED:**

  
\_\_\_\_\_  
City Manager