

**City of Hood River  
City Council Work Session  
November 23, 2020**

Council: Mayor Kate McBride, Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta, Erick Haynie, Gladys Rivera

Staff: City Manager Rachael Fuller, Finance Director/ACM Will Norris, City Attorney Dan Kearns, Fire Chief Leonard Damian, Police Chief Neal Holste, Public Works Director Mark Janeck, Senior Project Manager Wade Seaborn, City Recorder Jennifer Gray, GIS Analyst Jonathan Skloven-Gill

Absent:

**I CALL TO ORDER** – Cell Phone Reminder – 6:00 p.m.

Land Acknowledgement Statement and Pledge of Allegiance

**II BUSINESS FROM THE AUDIENCE**

**WORK SESSION**

THERE ARE NO WORK SESSION ITEMS SCHEDULED

**REGULAR COUNCIL MEETING**

**I OPEN REGULAR COUNCIL MEETING** – 6:02 p.m.

**II AGENDA ADDITIONS OR CORRECTIONS**

Fuller noted under Organization Updates, staff will be asking for a Council member to volunteer to participate in Planning Commission interviews.

**III CONSENT AGENDA**

1. Council Meeting Minutes –  
October 13, 2020 Joint Meeting, October 26, 2020
2. 2nd and Oak Signalization ODOT Agreement, M. Janeck
3. Change Orders Phase 1 Waterfront Storm Sewer Project, M. Janeck
4. Kickstand Coffee – Parking Agreement with the City, D. Kearns

Councilor Zanmiller asked to discuss Item No. 2, 2<sup>nd</sup> and Oak Signalization ODOT Agreement before approving the consent agenda.

**Motion:** To approve the Consent Agenda  
**First:** Saunders  
**Second:** Counihan  
**Discussion:** None  
**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera  
Nays: None  
Abstentions: None  
Excused: None

#### **IV REGULAR BUSINESS ITEMS**

1. Police Space Needs Analysis – Phase I Final Report & Presentation, W. Norris, N. Holste

Mackenzie Architecture's Police Space Needs contract was modified after the City Council's decision on September 28th to explore a joint City & County public safety building as well as include replacement parking for a police facility on the Columbia Lot. These activities are not in Mackenzie's original scope and, for this reason, the project is now divided into a Phase I and Phase II. Mackenzie completed Phase I and provided the attached final report. Jeff Humphries, Partner Mackenzie Architecture, will provided a presentation to City Council. A solicitation for a Phase II activities is under development.

##### **Background**

There is no record of Hood River's Police Department ever occupying a purpose-built facility. Department operations have shuffled between various office space in downtown. There were efforts to design and build a police facility in the 1990s, but this did not come to fruition. Police offices are currently located in the basement of the 100-year-old City Hall in a space that was originally a fire engine bay. The current space cannot accommodate growth and lacks basic functionalities for policing, such as ventilated evidence processing, back-up power, covered parking, professional meeting space, and secure interview rooms.

The City Council prioritized a police department space needs analysis in 2018. Mackenzie Architecture was selected by competitive solicitation to perform the work. Mackenzie completed a programming workshop in early 2019. This resulted in an initial space program of 16,124 sq. ft.

This size is tailored to meet the projected Hood River police force size in 2040, with the expectation the building will be in use until at least 2060. The project team toured several area police facilities to gain a better understanding of modern design considerations and spatial dimensions. After the tours, the preliminary building size was reduced to 13,178. This final space program was accepted by the City Council on August 12, 2019.

Next Seven sites were evaluated and ranked based on the International Association of Chiefs of Police guidelines. The highest rated site is the 60,000 sq. ft. Columbia Lot. Siting a police station at this location will require replacement downtown parking. Construction of a parking garage may be funded with Columbia Cascade Urban Renewal dollars.

After a series of meetings and communication with Hood River County, the City

Council chose to move forward with a solicitation for the following two activities:

1. Preliminary design and cost estimation for a police facility that accommodates Columbia Gorge Children's Advocacy Center (CGCAC) and includes a parking garage on the Columbia Lot.
2. Site analysis, preliminary design, and cost estimation for a joint City/County/CGCAC public safety building, including replacement parking, as necessary.

Discussion:

Mackenzie's final report and recommendations are included in the staff report and a presentation to City Council. Report recommendations are:

1. Expand the Preliminary Design to include Replacement Parking
2. Generate More Detailed Project Drawings
3. Produce a Project Cost Estimate
4. Establish a Desired Timeline and Budget for the Project
5. Determine Funding Mechanism
6. Develop Your Advocacy Group
7. Begin the Public Outreach/Campaign Process
8. Solicitations After a Successful Bonding Campaign

Additional detail on these recommendations are in the report. These recommendations, if accepted by the City Council, will be incorporated into the in-process solicitation for Phase II project activities.

Staff Recommendation:

Review the final report and City Council presentation from Mackenzie. Accept Mackenzie's final report with recommendations, either as presented or with modifications.

Jeff Humphries presented to Council. PowerPoints was added to the record.

Council discussed the recommendation and report provided by Mackenzie.

Norris explained tonight's presentation was an origination and wrap-up of prior work. The next step he will be writing an RFP for architectural and engineering firm proposals, for two concurrent but separate projects. One, doing the entire space needs process over again but with a City and County shared space. Two, moving forward with picking up preliminary design and cost estimation for the Columbia Lot but conjoined with replacement and ideally expansion of parking. The point of doing both of those simultaneously is to get prices on both. They can then hear from the County to know if they are in or out for the project. If the County is out, there will be no need to embark on another set of solicitation award. The alternative will be ready. He hopes to have a final draft in the next week or two.

Several Council members expressed their support for a joint facility with the County, with the understanding it will have a lot of moving pieces to determine and numbers.

Councilor Zanmiller stated Council members may need to work with County Commissioners to find out if the political will is there for a joint facility. He wants to make sure they are giving the joint project the chance it needs, to be a successful option but be prepared to make it a City facility if that is the solution.

Norris stated staff is giving full effort and that is why it is taking more time. He wants to make sure the RFP is very clear, well thought out and that it gives the City County option it's best chance.

There was discussion on when a good time would be to have a joint meeting with the County Commission, to discuss the RFP and determine what both entities want to do moving forward.

Fuller stated staff will have discussion to figure out where the County is at but suggested the Mayor have discussion with the County Chair to figure out when it's time to have a joint meeting and determine together what the outcome of that would be. Mayor McBride stated she will reach out to Chair Oats and report back to Council.

**Motion:** I move to thanked Mackenzie and accept the Final Hood River Police Needs Assessment and report.  
**First:** Zanmiller  
**Second:** Metta  
**Discussion:** Councilor Haynie noted his interpretation is this is factual report and not an adopting report.  
**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera  
Nays: None  
Abstentions: None  
Excused: None

## 2. Mosier IGA – Utility Meter Reading and Billing, W. Norris

The City of Hood River regularly provides services on a contract basis in partnership other area local governments. Examples include:

- Hood River's Wastewater Treatment Plant providing finishing treatment and biosolids disposal for the communities of Mosier, Stevenson, and Cascade Locks
- Hood River Fire/EMS providing ambulance services to the Mosier area and periodically stationing an ambulance in Cascade Locks during emergencies
- City facilitated cooperative drug purchasing program for all Hood River County Fire Agencies.

Hood River also relies on other municipalities for services, such as weekly water quality testing from the City of The Dalles and pavement management services from Hood River County. Purchasing and providing intergovernmental services on a contract basis benefits all concerned by creating economies-of-scale and sharing administrative overhead.

The City of Mosier operates its own utility meter reading and billing program for approximately 250 accounts. The program has become increasingly burdensome as their community grows but still employs only two fulltime staff. In recent years, Mosier has been challenged to maintain regular meter reading schedules and wishes to provide increased customer services, such as offering online payment options. Merging with the City of Hood River's utility reading and billing infrastructure will significantly reduce Mosier's workload without a substantial impact to Hood River's systems.

The proposed intergovernmental agreement (IGA) will operate Mosier as its own

customer class within the City's existing billing system. This is similar to how the City of Hood River bills for Windmaster District sewer accounts. Mosier will continue to provide all utility services and infrastructure maintenance. The City of Hood River will read, calculate, and bill Mosier customers. Mosier revenues will be remitted on a quarterly basis following the same process as the City remits a portion of Transient Lodging Taxes to the Chamber of Commerce. The City will charge Mosier for the full cost of these services, including both direct expenses and an additional 10% charge for overhead. The City of Hood River will also install meters for new construction in Mosier and charge developers directly for this service. This arrangement is preferable for the City of Hood River because it streamlines the addition of new meters in the City's financial system for billing purposes. The City will also perform meter maintenance as needed but will not be responsible for any infrastructure outside of meter boxes.

**Motion:** I move to authorize the City Manager to sign an Intergovernmental Agreement with the City of Mosier to provide utility meter reading and billing services.

**First:** Saunders

**Second:** Rivera

**Discussion:** None

**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera  
Nays: None  
Abstentions: None  
Excused: None

### 3. Homeless stakeholders and support, R. Fuller

Fuller stated this item is informational only. Staff has been working with community social service agencies to address homelessness.

**Public Purpose:** Addressing the immediate basic needs of individuals experiencing homelessness is a component of the community's response to COVID-19.

The purpose of this item is to update the City Council on the action items from the homelessness stakeholders working group, convened by Mayor McBride in June 2020, for the upcoming winter season. These action items include:

- Hood River Shelter Services winter warming shelter operations
- Access to laundry, showers, water and hot food provided by Hood River Shelter Services and Providence Hospital
- Provision of housing vouchers by multiple entities, including law enforcement
- Public transportation
- Provision of space to shelter from inclement weather during the day
- Direct outreach to individuals experiencing homelessness

Using grant funds, the City will contract with a licensed clinical social worker to provide direct outreach to individuals experiencing homelessness this winter. In addition to providing direct outreach, the outreach worker will collect and report data on the homeless population, which is essential to securing federal funds. Other responsibilities include:

- Developing program policies and intake paperwork and processes utilizing a trauma informed care model and evidenced based practices
- Reporting on program participation and outcomes to community partners and stakeholders
- Serving as the primary point of contact for community partners including law enforcement, EMS, social service providers, health care providers, and community volunteers.
- Assisting with case management to link individuals to social service and healthcare providers including the Bridges to Health program to promote improved health outcomes and opportunities for placement in permanent or transitional housing
- Performing street and camp outreach to identify and engage houseless community members.
- Identifying barriers to housing and work with individuals to overcome those barriers.
- Providing case management for linkage to basic needs resources such as food boxes and hygiene supplies.
- Identifying gaps between first responders and social services and recommend actions to fill those gaps.

Background: In response to COVID-19 in March 2020, Gorge Outreach developed the Hotel Voucher Program to temporarily house people in Hood River hotels. This program was in operation from March 30 through May 22 and served 81 individuals in total. The program received a \$150,000 grant to provide 50 hotel vouchers for vulnerable populations in the Mid-Columbia region.

Following the success of this program, Mayor McBride convened a group of stakeholders to discuss homeless services in the Hood River. The meetings were funded by a grant from Providence Foundation and resulted in a draft strategic plan. This past week, the stakeholder group convened to finalize action items to support individuals experiencing homelessness this winter. The group also agreed to reconvene in February to prioritize long-term action items.

Long-term actions include identifying a lead organization to provide homeless services. Typically, homeless services are provided by a County or a community action council. Mid-Columbia Community Action Council has expressed interest in playing an expanded role in homeless efforts in 2021. It is not expected that the City will fill this role long-term.

#### 4. Report to Council Regarding Chamber Meeting, W. Norris, D. Nilsen

Public Purpose: This item updates the City Council on latest business and Chamber of Commerce discussions and seeks authorization to allow temporary use of private property for commercial food and beverage uses.

Background: On November 10<sup>th</sup> staff participated in a Chamber-led conversation with local restaurants, OLCC, OHA, Hood River County Health, and the Small Business Development Administration to discuss COVID (and non-COVID) challenges being faced by and the hospitality sector and regulatory agencies. City staff took questions from participants and provided an overview of the CARES Act funds, operations, and response programs focused on temporary and seasonal uses, which allowed businesses and the community take advantage of the summer weather and visitor traffic to socially distance and use outside

spaces, such as parks and the public right of way for parklets and loading zones and private property to accommodate satellite facilities such as outdoor patios and food carts.

Questions from the group focused on the future use of parklets starting in Spring 2021, the temporary use of private property for food and beverage businesses, grants, and public restroom availability. Interest in participating in the parklet focus group and discussion was also popular among the attendees.

Three days later, Governor Kate Brown announced a statewide two-week "Freeze", implementing new measures to limit gatherings and stop the rapid spread of COVID-19 across Oregon. The Freeze measures, in effect from Nov. 18 through Dec. 2, limit eating and drinking establishments to take-out and delivery only.

To prepare for a potential reopening and a short-term seasonal response, staff intends to authorize, via temporary permit, the use of private property and private parking lots to allow food and beverage users for temporary expansion and spacing. Where temporary structures are requested, applicants will need to follow life safety requirements such as fire codes, meeting snow/wind loads, and maintaining safe ingress and egress. Further, staff intends to convene the parklet focus group on the week of December 14<sup>th</sup>

Staff Request: Staff requests authorization to proceed with permitting for temporary uses on private property for food and beverage business.

Mayor McBride stated she understands these are temporary due to COVID-19, but if things continue into next summer and parking spaces are needed back, will the City reevaluate. Nilsen answered yes and he hopes these become less desirable or less necessary by summer. Mayor McBride wants it to be very clear these are temporary.

**Motion:** I move to authorize staff to proceed with a temporary permitting program for food and beverages uses on private property.  
**First:** Metta  
**Second:** Saunders  
**Discussion:** None  
**Vote:** Motion passed (roll called)  
Ayes: McBride, Zanmiller, Saunders, Counihan, Metta, Haynie, Rivera  
Nays: None  
Abstentions: None  
Excused: None

## **V ORGANIZATIONAL UPDATES**

1. Special workshop for Rand Road Development  
Staff will reach out to Council to schedule a special workshop meeting in December to discuss Rand Road Development.
2. Cancellation of December 28 meeting
3. Planning Commission Interviews  
Planning Commission appointments will be on the December 14 agenda. Deadline to submit application is December 1. Interviews will be held prior the December 14 meeting. Nielsen asked Council to select a member of Council to participant in the

interviews, along with the Mayor and a staff member.

Councilor Metta nominate Councilor Counihan to participate in the Planning Commission interviews. Councilor Zanmiller second the nomination. Motion passed.

Gray will reach out to the interview panel to schedule the interviews.

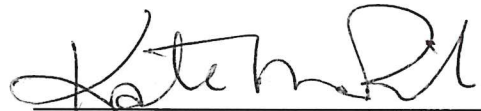
**VI MAYOR**

1. Bridge Replacement Public Hearing Notice Flyer  
Mayor McBride gave an update on the Bridge Replacement project.

2. Letter of Support for Regional Transportation System  
Council agreed to sign the letter of support. Councilor Metta abstained from the decision to sign the letter due to her employer.

**VII COUNCIL CALL**

**VIII ADJOURN** – Adjourned by unanimous consent at 8:10 p.m.



Kate McBride, Mayor



Jennifer Gray, City Recorder

Approved by City Council on 12-14-2020