

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, February 10, 2014, 7:00 PM, CITY HALL

Purpose: The City Council meets on the 2nd and 4th Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of January 27, 2014 Council Meeting.**
 - b. **Approval of Minutes of February 4, 2014 Council Work Session Meeting.**
 - c. **Ratification of the Bills in the Amount of \$182,366.94.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Elect Council President.**
 - c. **Adopt Council Goals/Budget Priorities.**
 - d. **Potential Process for Appointment of Municipal Court Judge.**
 - e. **Water and Sewer Rate Study.**
 - f. **Old Fire Hall Property Lot Line Adjustment.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Water Master Plan.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required under ORS 192.660 2(e) Real Property Transactions and 2(a) Personnel.**
11. **Adjournment.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Fitzpatrick (via conference phone), Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. CM Groves was excused. Also present were City Administrator Gordon Zimmerman, City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Finance Officer Marianne Bump, and Electric Department Foreman Keith Terry.

2. **Additions or amendments to the Agenda.** None.

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of January 13, 2014 Council Meeting.**

b. **Ratification of the Bills in the Amount of \$85,040.84.**

c. **Approve Resolution No. 1292 Authorizing Lowering the Interfund Transfer to Capital Reserve Fund and Re-allocating the Difference to Materials and Services to pay for the Emergency Repair at the Sewer Treatment Plant in the Fiscal Year 2013/2014.**

d. **Approve Resolution No. 1293 Authorizing Transfer from EMS Contingency to EMS Material and Services for Paramedic Training for the Fiscal Year 2013/2014.**

e. **Approval of OMEU Invoice.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Busdieker, to approve the Consent Agenda. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Appointment to Committees.** None.

b. **Approve 2014/2015 Budget Schedule.** City Administrator Zimmerman presented the budget schedule explaining there would be five weeks for budget meetings with an attempt for adoption of the budget the first meeting in June. **Motion:** CM Randall moved, seconded by CM Helfrich, to approve the budget schedule as presented. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

c. **Set Date for Council Goal Setting.** There was consensus of Council to set Goal Setting Workshop date for February 4, 2014 at 6:30 in Council Chambers.

d. **Review Pauly Rogers Fire Hall Construction Report.** Mayor Cramblett explained that Mr. Graves had given an oral report to the Finance Committee and they didn't think the written report was adequate. City Administrator Zimmerman stated that Mr. Graves could come to a council meeting but can't make it on a Monday or Tuesday evening until March. He summarized the staff report listing the Finance Committee's recommendations for large projects in the future. City Administrator Zimmerman explained the importance of everything being included in the bid. **Motion:** CM Randall moved to approve the four policy recommendations made by the Finance Committee concerning major project management.

CM Helfrich said the policy should allow some flexibility so as not to hold up construction. City Administrator Zimmerman and City Attorney Cleaveland stated they would work on language for a policy to present to Council in the near future.

The motion failed due to lack of a second.

f. **Finance Committee Old Fire Hall Recommendation.** City Attorney Zimmerman reported that the Finance Committee recommended hiring a real estate broker to assist in the sale of the old fire hall. **Motion:** CM Helfrich moved, seconded by CM Randall, to approve the Finance Committee recommendation to hire a real estate broker to assist in the sale of the old fire hall.

CM Walker asked if the repairs were made to the building. City Administrator Zimmerman said the water leak and ceiling had been fixed. CM Randall asked if the City had any other property that could be sold also. City Administrator Zimmerman said there was not. CM Busdieker pointed out that the motion did not specify a commercial real estate broker and that she would be more in favor of option 2 as listed on

the staff report. She said she preferred to keep it local. CM's Helfrich and Randall withdrew the motion and second.

Motion: CM Helfrich moved, seconded by CM Busdieker, to hire a commercial or local real estate agent, exploring options 1 and 2, to assist in the sale of the old fire hall.

CM Walker asked what the percentage was for commercial real estate. City Administrator Zimmerman said he did not know. CM Walker said Council would need to consider whether it would be better to sit on the property or to collect pennies on the dollar. He said the City should not give the property away.

The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

- g. **Finance Committee Forensic Auditor Recommendation.** City Administrator Zimmerman stated that the Finance Committee recommended a review of the Multnomah County EMS contract. CM Busdieker asked if there was a final bill for the forensic audit work on the fire hall construction. She said she just wanted to make sure there weren't going to be any conflicts with something else that may be coming up. City Administrator Zimmerman said the City has not received the bill and recommendations for further work would be coming from the Finance Committee. He said the work to investigate the Multnomah County EMS Contract costs is estimated to be \$2,000 - \$2,500.

Motion: CM Randall moved, seconded by CM Busdieker, to approve the proposal from Pauly Rogers to review the EMS contract with Multnomah County.

CM Fitzpatrick said there are citizens that complain about this contract so the audit work will provide a basis to show citizens where the City is at.

The motion was passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**
None.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **City Administrator Zimmerman Report.** City Administrator Zimmerman said credits for the Power Cost Adjusting Clause would be on the next month's utility bills. He explained water line upgrades for services on Ruckel Street and asked for permission to complete the project. There was consensus of Council to allow completion of the project.

City Administrator Zimmerman explained the estimated budget for the EMS Department for the next year and listed options for Council's consideration. Mayor Cramblett suggested a town hall meeting to allow citizens an opportunity to voice their concerns. There was consensus of Council to have a Town Hall meeting on February 11, 2014 at the Fire Station, with topics for discussion to include the water master plan, EMS funding, and the sewer master plan.

8. **Mayor and City Council Comments.** CM Helfrich said he attended the MCEDD meeting and Oregon State Parks discussed their future vision for the gorge area. He said they have studied impacts and gave some estimated statistics for jobs, economic development, and sales. He said that he reminded all of the Three City Initiative and considering the cities in the gorge as one.

CM Busdieker said she will be meeting with the Business Association on emergency preparedness and hoped they would agree to schedule actual training. She stated she had attended a town hall meeting with Jeff Merkley and reported on several items of interest that he would be supporting in Washington, D.C.

CM Randall asked if there was anything to report on Nestlé. CM Helfrich said it is still in process.

9. **Other matters.** Mayor Cramblett read a letter that he had written for citizens and asked for consensus of Council to send the letter with the utility bills. CM Walker said it was pointed out to him that there wasn't a rate increase but a surcharge and suggested the word "rate" not be used. Mayor Cramblett said the rate went up and the 9% was included. CM Helfrich said it was not a rate increase, but a way to recoup what was passed on to the power company. He said if people knew and understood that the beginning fund balance is declining due to subsidizing this they would not agree with it. He said he thought that people would want to pay for what they are getting. He said the City was passing on what it costs to do business. Mayor Cramblett said companies have absorbed rates and the City is absorbing that right now. CM Helfrich said the City has been absorbing rate increases for eight years. He said this isn't a welfare utility. Mayor Cramblett said citizens don't want to be gouged. CM Helfrich said what is written in the letter is misrepresentation. CM Randall suggested the word "rate" be changed to "increase". CM Busdieker said there should be a definition of "rate" and "charge" so this issue doesn't keep coming up. CM Walker said this has been going on with two or three councils. CM Walker suggested "out of pocket costs" instead of "rate".

Mayor Cramblett asked Council if the letter should be sent. CM Helfrich said there were three people at the last meeting and two citizens called in. CM Walker said that doesn't mean that they don't know what is going on. CM Randall agreed that it would be appropriate to send something to the rate payers. City Administrator Zimmerman suggested a letter explaining the credit simply and also announcing the town hall meeting to discuss funding the fire department and the water projects. There was consensus of Council to do as City Administrator Zimmerman suggested.

10. **Executive Session as may be required under ORS 192.660 2(a) Employment of Public Officers, Employees and Agents.** Mayor Cramblett recessed Regular Session at 8:12 PM and entered into Executive Session at 8:17 PM. CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Zimmerman, City Attorney Cleaveland, City Recorder Woosley, Finance Officer Bump, and Electric Department Foreman Terry. Mayor Cramblett closed Executive Session at 9:30 PM and re-entered Regular Session at 9:31 PM.

City Administrator Zimmerman recommended Megan Webb to fill the position of Accounting Clerk. There was consensus of Council.

11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. The meeting was adjourned at 9:33 PM.

Prepared by
Kathy Woosley

APPROVED:

Tom Cramblett, Mayor

Minutes
City Council Goal Setting Work Session
February 4, 2014

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 6:30 PM. CM's Groves, Randall, Walker, and Mayor Cramblett were present. CM Helfrich arrived at 7:52pm. CM Busdieker was excused and CM Fitzpatrick was absent. Also present were City Administrator Gordon Zimmerman, Finance Officer Marianne Bump, Accounting Clerk Megan Webb, Public Works Supervisor Sheldon Price, City Light Superintendent Keith Terry, and Don and Gyda Haight.
2. **Additions or amendments to the Agenda.** None.
3. **Review of Previous 2013/2014 Departmental Issues and Concerns.** Staff reviewed their department issues and concerns from the current year, explaining what had been completed or resolved and which issues they will continue to work on. Staff also addressed their department goals for 2014/2015. CA Zimmerman stated that he and the Mayor had talked about two possible programs for Fire & EMS Volunteer recruitment and retention. Mayor Cramblett stated he would like to possibly explore the possibility of bringing in a RARE participant for the Planning Department.
4. **Departmental Issues and Concerns for 2014/2015 Budget.** This was discussed earlier in the meeting.
5. **Boards and Committees Issues and Concerns for 2014/2015 Budget.** CA Zimmerman went over a list of priorities for Economic Development. He said that he will bring any goals that the Tourism Committee set to the next Council meeting.
6. **Review the Seven Year Plan.** CA Zimmerman reviewed the seven year plan.
7. **Council Discussion.** Mayor Cramblett said he would like to see Department Heads attach costs to their 2014/2015 goals and projects.
8. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Walker, to adjourn the meeting. The motion was passed unanimously by CM's Groves, Randall, Walker, Helfrich, and Mayor Cramblett. The meeting was adjourned at 7:46 PM.

Prepared by
Megan Webb, Accounting Clerk

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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| DATE: | DESCRIPTION: | AMOUNT: |
|-------------|--------------|---------------|
| 1/24/2014 | Payroll | \$ 44,285.73 |
| 1/30/2014 | A/P | \$ 138,081.21 |
| GRAND TOTAL | | \$ 182,366.94 |

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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

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M = Manual Check, V = Void Check

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| 4393 | 01/14 | 01/30/2014 | 220 | 34161 | AVENET WEB SOLUTIONS | Annual Service Pkg 2014 | 0140162082 | 60.00 |
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M = Manual Check, V = Void Check

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| 4395 | 01/14 | 01/30/2014 | 370 | 35369 | BIO-MED TESTING SERVICE | Drug Testing | 0140462063 | 40.00 |
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| 4396 | 01/14 | 01/30/2014 | 6839 | 81321083 | Bound Tree Medical, LLC | Meds/supplies | 0540562351 | 368.42 |
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| 4397 | 01/14 | 01/30/2014 | 460 | 5011 | BROWN & KY SAR, INC | General Consulting | 5140562190 | 2,193.60 |
| 4397 | 01/14 | 01/30/2014 | 460 | 5029 | BROWN & KY SAR, INC | CL Overhead Line Staking Guidelines | 5140562190 | 1,048.80 |
| 4397 | 01/14 | 01/30/2014 | 460 | 5030 | BROWN & KY SAR, INC | CL Master Plan | 5140562190 | 250.80 |
| 4397 | 01/14 | 01/30/2014 | 460 | 5065 | BROWN & KY SAR, INC | Overhead Line Staking Guidelines | 5140562190 | 5,401.80 |
| 4397 | 01/14 | 01/30/2014 | 460 | 5074 | BROWN & KY SAR, INC | General Consulting | 5140562190 | 2,494.40 |
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| 4398 | 01/14 | 01/30/2014 | 790 | 313470082 0 | CENTURYLINK | City Hall Phones | 0140162050 | 133.05 |
| 4398 | 01/14 | 01/30/2014 | 790 | 313470082 0 | CENTURYLINK | City Hall Phones | 2142162050 | 177.22 |
| 4398 | 01/14 | 01/30/2014 | 790 | 313470082 0 | CENTURYLINK | City Hall Phones | 3142162050 | 97.83 |
| 4398 | 01/14 | 01/30/2014 | 790 | 313785538 0 | CENTURYLINK | City Hall Phones | 5142162050 | 150.94 |
| 4398 | 01/14 | 01/30/2014 | 790 | 313891134 0 | CENTURYLINK | Sewer | 2140562050 | 235.71 |
| 4398 | 01/14 | 01/30/2014 | 790 | 313891134 0 | CENTURYLINK | Emergency After Hours | 5140562050 | 40.28 |
| 4398 | 01/14 | 01/30/2014 | 790 | 313891134 0 | CENTURYLINK | Emergency After Hours | 5140662050 | 26.84 |
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| 4399 | 01/14 | 01/30/2014 | 820 | 58349 | CH2M HILL ENGINEERS INC. | Engineering Services | 3140562700 | 7,250.00 |
| Total 4399: | | | | | | | | |
| 4400 | 01/14 | 01/30/2014 | 1110 | 2014-05 | COLUMBIA GORGE TRAINING ASSOC | Training | 0540562020 | 300.00 |

| Check Number | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee | Description | GL Account | Amount |
|--------------|-----------|------------------|---------------|-------------|--------------------------------|------------------------------------|------------|----------|
| Total 4400: | | | | | | | | 300.00 |
| 4401 | 01/14 | 01/30/2014 | 1290 | 18805 | CRUISE MASTER PRISMS, INC | Names tags/Plates | 0540562029 | 32.30 |
| Total 4401: | | | | | | | | 32.30 |
| 4402 | 01/14 | 01/30/2014 | 1530 | 9217 JAN 20 | DISH NETWORK | Programming | 4140562740 | 407.00 |
| Total 4402: | | | | | | | | 407.00 |
| 4403 | 01/14 | 01/30/2014 | 1620 | 266 | EFFICIENCY SERVICES GROUP, LLC | Energy Efficiency Program Services | 5140562139 | 750.00 |
| 4403 | 01/14 | 01/30/2014 | 1620 | 296 | EFFICIENCY SERVICES GROUP, LLC | Energy Efficiency Program Services | 5140562139 | 750.00 |
| Total 4403: | | | | | | | | 1,500.00 |
| 4404 | 01/14 | 01/30/2014 | 6878 | 506-1040 | Gannett Co., Inc | programming | 4140562740 | 109.45 |
| Total 4404: | | | | | | | | 109.45 |
| 4405 | 01/14 | 01/30/2014 | 2020 | 1216350 | GENERAL PACIFIC INC. | cable sleeve | 5140562770 | 345.84 |
| 4405 | 01/14 | 01/30/2014 | 2020 | 1216535 | GENERAL PACIFIC INC. | Wire, parts | 5130543701 | 1,343.40 |
| 4405 | 01/14 | 01/30/2014 | 2020 | 1216535 | GENERAL PACIFIC INC. | Wire, parts | 5130643701 | 895.60 |
| Total 4405: | | | | | | | | 2,584.84 |
| 4406 | 01/14 | 01/30/2014 | 2080 | 1000000005 | GLOBALSTAR | Satellite Phone | 0540562050 | 27.39 |
| Total 4406: | | | | | | | | 27.39 |
| 4407 | 01/14 | 01/30/2014 | 2130 | 3264 | George Security Shred (DBA) | Shredding | 0140162110 | 12.45 |
| 4407 | 01/14 | 01/30/2014 | 2130 | 3264 | George Security Shred (DBA) | Shredding | 0542162110 | .92 |
| 4407 | 01/14 | 01/30/2014 | 2130 | 3264 | George Security Shred (DBA) | Shredding | 2142162110 | 3.41 |
| 4407 | 01/14 | 01/30/2014 | 2130 | 3264 | George Security Shred (DBA) | Shredding | 3142162110 | 3.97 |
| 4407 | 01/14 | 01/30/2014 | 2130 | 3264 | George Security Shred (DBA) | Shredding | 5142162110 | 29.25 |
| Total 4407: | | | | | | | | 50.00 |
| 4408 | 01/14 | 01/30/2014 | 6847 | 0818058 | Helman Fire Equipment | spanner/gas wrench | 0540562350 | 17.60 |

| Check Number | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee | Description | GL Account | Amount |
|--------------|-----------|------------------|---------------|-------------|--------------------------|-----------------------------|------------|----------|
| Total 4408: | | | | | | | | |
| 4409 | 01/14 | 01/30/2014 | 2420 | 7152 | HOOD RIVER CO. - FINANCE | Jan Deputy Service 2014 | 0141962250 | 7,261.00 |
| Total 4409: | | | | | | | | |
| 4410 | 01/14 | 01/30/2014 | 2450 | CR 011714 | HOOD RIVER COUNTY | Building Permit (tower) | 0140162870 | 50.00 |
| 4410 | 01/14 | 01/30/2014 | 2450 | CR 011714 | HOOD RIVER COUNTY | Building Permit (tower) | 0540562860 | 50.00 |
| Total 4410: | | | | | | | | |
| 4411 | 01/14 | 01/30/2014 | 2570 | 1141007 | HOOD RIVER NEWS | supplemental budget hearing | 0140162030 | 64.00 |
| Total 4411: | | | | | | | | |
| 4412 | 01/14 | 01/30/2014 | 6834 | 1-377.02 11 | Karie Nash | Energy Efficiency Rebate | 5140562139 | 70.00 |
| Total 4412: | | | | | | | | |
| 4413 | 01/14 | 01/30/2014 | 6785 | 1032029 | LockMasters USA Inc. | Locks | 5140562780 | 392.37 |
| 4413 | 01/14 | 01/30/2014 | 6785 | 1032029 | LockMasters USA Inc. | Locks | 5140662780 | 261.57 |
| Total 4413: | | | | | | | | |
| 4414 | 01/14 | 01/30/2014 | 3160 | CR 012914 | MARIANNE BUMP/PETTY CASH | Reimburse Petty Cash | 0540562055 | 6.00 |
| 4414 | 01/14 | 01/30/2014 | 3160 | CR 012914 | MARIANNE BUMP/PETTY CASH | Reimburse Petty Cash | 4140562560 | 11.88 |
| 4414 | 01/14 | 01/30/2014 | 3160 | CR 012914 | MARIANNE BUMP/PETTY CASH | Reimburse Petty Cash | 4142162055 | 40.23 |
| Total 4414: | | | | | | | | |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 0140162020 | .37 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 0140462530 | 89.95 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 0140862020 | 46.17 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 0540562420 | 639.73 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 0840562020 | .88 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 2140562530 | 240.65 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 2142162020 | .11 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 3142162020 | .08 |
| 4415 | 01/14 | 01/30/2014 | 4020 | ME113209 | ODOT-FUEL SALES | Fuel | 5140562200 | 511.71 |

| Check Number | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee | Description | GL Account | Amount |
|--------------|-----------|------------------|---------------|-------------|----------------------------|-----------------|------------|----------|
| 4415 | 01/14 | 01/30/2014 | 4020 | MEI13209 | ODOT-FUEL SALES | Fuel | 5140662200 | 573.78 |
| 4415 | 01/14 | 01/30/2014 | 4020 | MEI13209 | ODOT-FUEL SALES | Fuel | 5142162020 | .32 |
| Total 4415: | | | | | | | | 2,103.75 |
| 4416 | 01/14 | 01/30/2014 | 4500 | 14084 01301 | PAGEONE NORTHWEST | pagging service | 5140562110 | 179.70 |
| Total 4416: | | | | | | | | 179.70 |
| 4417 | 01/14 | 01/30/2014 | 4640 | 4223 011914 | PITNEY BOWES INC | Postage | 0140162055 | 61.00 |
| 4417 | 01/14 | 01/30/2014 | 4640 | 4223 011914 | PITNEY BOWES INC | Postage | 0140262055 | .20 |
| 4417 | 01/14 | 01/30/2014 | 4640 | 4223 011914 | PITNEY BOWES INC | Postage | 0140262055 | 19.80 |
| 4417 | 01/14 | 01/30/2014 | 4640 | 4223 011914 | PITNEY BOWES INC | Postage | 0542162055 | 7.00 |
| 4417 | 01/14 | 01/30/2014 | 4640 | 4223 011914 | PITNEY BOWES INC | Postage | 2142162055 | 39.00 |
| 4417 | 01/14 | 01/30/2014 | 4640 | 4223 011914 | PITNEY BOWES INC | Postage | 3142162055 | 33.00 |
| 4417 | 01/14 | 01/30/2014 | 4640 | 4223 011914 | PITNEY BOWES INC | Postage | 5142162055 | 90.00 |
| Total 4417: | | | | | | | | 250.00 |
| 4418 | 01/14 | 01/30/2014 | 4810 | 11081 | PRINT IT | Name Plates | 0140162010 | 4.66 |
| 4418 | 01/14 | 01/30/2014 | 4810 | 11081 | PRINT IT | Name Plates | 0140262010 | .46 |
| 4418 | 01/14 | 01/30/2014 | 4810 | 11081 | PRINT IT | Name Plates | 0542162010 | .12 |
| 4418 | 01/14 | 01/30/2014 | 4810 | 11081 | PRINT IT | Name Plates | 2142162010 | 2.32 |
| 4418 | 01/14 | 01/30/2014 | 4810 | 11081 | PRINT IT | Name Plates | 3142162010 | 2.30 |
| 4418 | 01/14 | 01/30/2014 | 4810 | 11081 | PRINT IT | Name Plates | 5142162010 | 10.14 |
| 4418 | 01/14 | 01/30/2014 | 4810 | 11083 | PRINT IT | Business cards | 5142162010 | 56.00 |
| Total 4418: | | | | | | | | 76.00 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 17710846 | Ricoh Americas Corporation | Lease | 0140162120 | 58.10 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 17710846 | Ricoh Americas Corporation | Lease | 0540562120 | 36.85 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 17710846 | Ricoh Americas Corporation | Lease | 2142162120 | 36.85 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 17710846 | Ricoh Americas Corporation | Lease | 3142162120 | 30.57 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 17710846 | Ricoh Americas Corporation | Lease | 5142162121 | 74.43 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 5029076391 | Ricoh Americas Corporation | Copies | 0140162110 | 24.04 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 5029076391 | Ricoh Americas Corporation | Copies | 0542162110 | 1.78 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 5029076391 | Ricoh Americas Corporation | Copies | 2142162110 | 6.57 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 5029076391 | Ricoh Americas Corporation | Copies | 3142162110 | 7.66 |
| 4419 | 01/14 | 01/30/2014 | 6780 | 5029076391 | Ricoh Americas Corporation | Copies | 5142162110 | 56.45 |

| Check Number | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee | Description | GL Account | Amount |
|----------------------------------|-----------|------------------|---------------|-------------|------------------------------|---------------------------------------|------------|----------|
| Total 4419: | | | | | | | | |
| 4420 | 01/14 | 01/30/2014 | 5510 | 8028261020 | STAPLES CONTRACT & COMMERCIA | Office Supplies | 0140162010 | 39.39 |
| 4420 | 01/14 | 01/30/2014 | 5510 | 8028261020 | STAPLES CONTRACT & COMMERCIA | Office Supplies | 0140262010 | 3.89 |
| 4420 | 01/14 | 01/30/2014 | 5510 | 8028261020 | STAPLES CONTRACT & COMMERCIA | Office Supplies | 0542162010 | 1.01 |
| 4420 | 01/14 | 01/30/2014 | 5510 | 8028261020 | STAPLES CONTRACT & COMMERCIA | Office Supplies | 2142162010 | 19.61 |
| 4420 | 01/14 | 01/30/2014 | 5510 | 8028261020 | STAPLES CONTRACT & COMMERCIA | Office Supplies | 3142162010 | 19.44 |
| 4420 | 01/14 | 01/30/2014 | 5510 | 8028261020 | STAPLES CONTRACT & COMMERCIA | Office Supplies | 5142162010 | 85.70 |
| 4420 | 01/14 | 01/30/2014 | 5510 | 8028367899 | STAPLES CONTRACT & COMMERCIA | Office Supplies | 0542162010 | 2.10 |
| Total 4420: | | | | | | | | |
| 4421 | 01/14 | 01/30/2014 | 6110 | 013014 UTIL | U.S. POSTAL SERVICE | UB Postage | 0140162055 | 67.00 |
| 4421 | 01/14 | 01/30/2014 | 6110 | 013014 UTIL | U.S. POSTAL SERVICE | UB Postage | 0140262055 | 22.00 |
| 4421 | 01/14 | 01/30/2014 | 6110 | 013014 UTIL | U.S. POSTAL SERVICE | UB Postage | 0542162055 | 8.00 |
| 4421 | 01/14 | 01/30/2014 | 6110 | 013014 UTIL | U.S. POSTAL SERVICE | UB Postage | 2142162055 | 43.00 |
| 4421 | 01/14 | 01/30/2014 | 6110 | 013014 UTIL | U.S. POSTAL SERVICE | UB Postage | 3142162055 | 36.00 |
| 4421 | 01/14 | 01/30/2014 | 6110 | 013014 UTIL | U.S. POSTAL SERVICE | UB Postage | 5142162055 | 100.92 |
| Total 4421: | | | | | | | | |
| 4422 | 01/14 | 01/30/2014 | 6876 | 7534 | UV Doctor Lamps LLC | bulbs-disinfecting | 3140562560 | 1,708.00 |
| Total 4422: | | | | | | | | |
| 4423 | 01/14 | 01/30/2014 | 6350 | 0247260 | WAGNER-SMITH EQUIPMENT | wrenches, nut driver set, knife, etc. | 5140563700 | 150.00 |
| 4423 | 01/14 | 01/30/2014 | 6350 | 0247260 | WAGNER-SMITH EQUIPMENT | wrenches, nut driver set, knife, etc. | 5140663700 | 225.02 |
| Total 4423: | | | | | | | | |
| 4424 | 01/14 | 01/30/2014 | 6690 | CR 011714 | WOOSLEY, KATHY | Reimburse Mileage | 0140162020 | 5.56 |
| 4424 | 01/14 | 01/30/2014 | 6690 | CR 011714 | WOOSLEY, KATHY | Reimburse Mileage | 2142162020 | 1.66 |
| 4424 | 01/14 | 01/30/2014 | 6690 | CR 011714 | WOOSLEY, KATHY | Reimburse Mileage | 3142162020 | 1.18 |
| 4424 | 01/14 | 01/30/2014 | 6690 | CR 011714 | WOOSLEY, KATHY | Reimburse Mileage | 5142162020 | 4.76 |
| Total 4424: | | | | | | | | |
| 1301401 | 01/14 | 01/30/2014 | 6090 | 2305 011414 | U S BANK CC | sailing assoc conference | 0840562020 | 250.00 |
| M = Manual Check, V = Void Check | | | | | | | | |

| Check Number | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee | Description | GL Account | Amount |
|----------------|-----------|------------------|---------------|-------------|-------------|----------------------------------|------------|-------------|
| Total 1301401: | | | | | | | | |
| 1301402 | 01/14 | 01/30/2014 | 6090 | 2974 011414 | U S BANK CC | ipad data plan | 0540562050 | 14.99 M |
| Total 1301402: | | | | | | | | |
| Total 1301403: | | | | | | | | |
| 1301403 | 01/14 | 01/30/2014 | 6080 | 1035 011414 | U S BANK | Bank Fees | 0140162110 | 54.87 M |
| 1301403 | 01/14 | 01/30/2014 | 6080 | 1035 011414 | U S BANK | Bank Fees | 0542162110 | 4.06 M |
| 1301403 | 01/14 | 01/30/2014 | 6080 | 1035 011414 | U S BANK | Bank Fees | 2142162110 | 15.01 M |
| 1301403 | 01/14 | 01/30/2014 | 6080 | 1035 011414 | U S BANK | Bank Fees | 3142162110 | 17.47 M |
| 1301403 | 01/14 | 01/30/2014 | 6080 | 1035 011414 | U S BANK | Bank Fees | 5142162110 | 128.87 M |
| Total 1301403: | | | | | | | | |
| Total 1301404: | | | | | | | | |
| 1301404 | 01/14 | 01/30/2014 | 6090 | 8773 011414 | U S BANK CC | air line tx, lithium ion battery | 0540562440 | 98.00 M |
| 1301404 | 01/14 | 01/30/2014 | 6090 | 8773 011414 | U S BANK CC | air line tx, lithium ion battery | 0840562020 | 201.70 M |
| Total 1301404: | | | | | | | | |
| Total 1301405: | | | | | | | | |
| 1301405 | 01/14 | 01/30/2014 | 440 | DEC13-PWR | BPA | Dec power bill | 5140562820 | 65,218.00 M |
| 1301405 | 01/14 | 01/30/2014 | 440 | DEC13-PWR | BPA | Dec power bill | 5140662820 | 11,269.00 M |
| Total 1301405: | | | | | | | | |
| Total 1301406: | | | | | | | | |
| 1301406 | 01/14 | 01/30/2014 | 440 | DEC13-TRN | BPA | Dec transmission bill | 5140562821 | 15,241.00 M |
| 1301406 | 01/14 | 01/30/2014 | 440 | DEC13-TRN | BPA | Dec transmission bill | 5140662821 | 2,694.00 M |
| Grand Totals: | | | | | | | | |
| | | | | | | | | 17,875.00 |
| | | | | | | | | 138,081.21 |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|--------------|----------|-----------|-----------|
| 01-21010 | .00 | 8,117.96- | 8,117.96- |
| 01-401-62010 | 44.05 | .00 | 44.05 |
| 01-401-62020 | 5.93 | .00 | 5.93 |
| 01-401-62030 | 64.00 | .00 | 64.00 |
| 01-401-62050 | 133.05 | .00 | 133.05 |
| 01-401-62055 | 128.00 | .00 | 128.00 |
| 01-401-62082 | 60.00 | .00 | 60.00 |
| 01-401-62110 | 91.36 | .00 | 91.36 |
| 01-401-62120 | 58.10 | .00 | 58.10 |
| 01-401-62870 | 50.00 | .00 | 50.00 |
| 01-402-62010 | 4.35 | .00 | 4.35 |
| 01-402-62055 | 42.00 | .00 | 42.00 |
| 01-404-62063 | 40.00 | .00 | 40.00 |
| 01-404-62530 | 89.95 | .00 | 89.95 |
| 01-408-62020 | 46.17 | .00 | 46.17 |
| 01-419-62250 | 7,261.00 | .00 | 7,261.00 |
| 03-21010 | .00 | 19.00- | 19.00- |
| 03-405-62082 | 19.00 | .00 | 19.00 |
| 05-21010 | .00 | 1,766.71- | 1,766.71- |
| 05-405-62020 | 300.00 | .00 | 300.00 |
| 05-405-62029 | 32.30 | .00 | 32.30 |
| 05-405-62050 | 175.82 | .00 | 175.82 |
| 05-405-62055 | 6.00 | .00 | 6.00 |
| 05-405-62082 | 17.00 | .00 | 17.00 |
| 05-405-62120 | 36.85 | .00 | 36.85 |
| 05-405-62350 | 17.60 | .00 | 17.60 |
| 05-405-62351 | 368.42 | .00 | 368.42 |
| 05-405-62420 | 639.73 | .00 | 639.73 |
| 05-405-62440 | 98.00 | .00 | 98.00 |
| 05-405-62860 | 50.00 | .00 | 50.00 |
| 05-421-62010 | 3.23 | .00 | 3.23 |
| 05-421-62055 | 15.00 | .00 | 15.00 |
| 05-421-62110 | 6.76 | .00 | 6.76 |
| 08-21010 | .00 | 452.58- | 452.58- |
| 08-405-62020 | 452.58 | .00 | 452.58 |
| 17-21010 | .00 | 2,791.80- | 2,791.80- |
| 17-405-62870 | 2,791.80 | .00 | 2,791.80 |
| 21-21010 | .00 | 924.12- | 924.12- |

M = Manual Check, V = Void Check

| GL Account | Debit | Credit | Proof |
|--------------|-----------|-------------|-------------|
| 21-405-62050 | 235.71 | .00 | 235.71 |
| 21-405-62082 | 103.00 | .00 | 103.00 |
| 21-405-62530 | 240.65 | .00 | 240.65 |
| 21-421-62010 | 21.93 | .00 | 21.93 |
| 21-421-62020 | 1.77 | .00 | 1.77 |
| 21-421-62050 | 177.22 | .00 | 177.22 |
| 21-421-62055 | 82.00 | .00 | 82.00 |
| 21-421-62110 | 24.99 | .00 | 24.99 |
| 21-421-62120 | 36.85 | .00 | 36.85 |
| 31-21010 | .00 | 9,336.19- | 9,336.19- |
| 31-405-62050 | 36.69 | .00 | 36.69 |
| 31-405-62082 | 92.00 | .00 | 92.00 |
| 31-405-62560 | 1,708.00 | .00 | 1,708.00 |
| 31-405-62700 | 7,250.00 | .00 | 7,250.00 |
| 31-421-62010 | 21.74 | .00 | 21.74 |
| 31-421-62020 | 1.26 | .00 | 1.26 |
| 31-421-62050 | 97.83 | .00 | 97.83 |
| 31-421-62055 | 69.00 | .00 | 69.00 |
| 31-421-62110 | 29.10 | .00 | 29.10 |
| 31-421-62120 | 30.57 | .00 | 30.57 |
| 41-21010 | .00 | 568.56- | 568.56- |
| 41-405-62560 | 11.88 | .00 | 11.88 |
| 41-405-62740 | 516.45 | .00 | 516.45 |
| 41-421-62055 | 40.23 | .00 | 40.23 |
| 51-21010 | .00 | 114,104.29- | 114,104.29- |
| 51-305-43701 | 1,343.40 | .00 | 1,343.40 |
| 51-306-43701 | 895.60 | .00 | 895.60 |
| 51-405-62050 | 40.28 | .00 | 40.28 |
| 51-405-62082 | 176.00 | .00 | 176.00 |
| 51-405-62110 | 179.70 | .00 | 179.70 |
| 51-405-62139 | 1,570.00 | .00 | 1,570.00 |
| 51-405-62140 | 840.00 | .00 | 840.00 |
| 51-405-62190 | 11,389.40 | .00 | 11,389.40 |
| 51-405-62200 | 511.71 | .00 | 511.71 |
| 51-405-62770 | 345.84 | .00 | 345.84 |
| 51-405-62780 | 392.37 | .00 | 392.37 |
| 51-405-62820 | 65,218.00 | .00 | 65,218.00 |
| 51-405-62821 | 15,241.00 | .00 | 15,241.00 |
| 51-405-63700 | 150.00 | .00 | 150.00 |
| 51-406-62050 | 26.84 | .00 | 26.84 |

M = Manual Check, V = Void Check

| GL Account | Debit | Credit | Proof |
|----------------------|-------------------|-------------------|------------|
| 51-406-62082 | 33.00 | .00 | 33.00 |
| 51-406-62200 | 573.78 | .00 | 573.78 |
| 51-406-62780 | 261.57 | .00 | 261.57 |
| 51-406-62820 | 11,269.00 | .00 | 11,269.00 |
| 51-406-62821 | 2,634.00 | .00 | 2,634.00 |
| 51-406-63700 | 225.02 | .00 | 225.02 |
| 51-421-62010 | 151.84 | .00 | 151.84 |
| 51-421-62020 | 5.08 | .00 | 5.08 |
| 51-421-62050 | 150.94 | .00 | 150.94 |
| 51-421-62055 | 190.92 | .00 | 190.92 |
| 51-421-62110 | 214.57 | .00 | 214.57 |
| 51-421-62121 | 74.43 | .00 | 74.43 |
| Grand Totals: | 138,081.21 | 138,081.21 | .00 |

Report Criteria:

Report type: GL detail

AGENDA ITEM NO: 5a

CASCADE LOCKS STAFF REPORT

Date Prepared: February 3, 2014

For City Council Meeting on: February 10, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Appointment to Committees

SYNOPSIS: We have one open seat on the Finance Committee for a member of the Budget Committee. We have received the application for that position from Tiffany Pruitt. Please see attached.

CITY COUNCIL OPTIONS: Appoint Ms. Pruitt or advertise for more applicants.

RECOMMENDED MOTION: "I move to appoint Tiffany Pruitt to the vacant position on the City's Finance Committee."

RECEIVED
JAN 27 2014

CC7Y

City of Cascade Locks, Oregon BY: _____ DATE & TIME RECEIVED: _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission _____ Other: Finance Committee

NAME: Tiffany Pruitt HOME PHONE: (541) 374-2168

HOME ADDRESS: 121 SW Tahona St CELL PHONE: (503) 784-4681

EMAIL ADDRESS: TLPruitt@yahoo.com

Do you live within the Cascade Locks city limits? Yes No

How long have you lived in the City? 19 years

1. Why are you interested in serving? I have an ^{ongoing} interest in helping this city be the best it can be
2. Do you feel that you can meet the schedule required by the City Council?
yes
3. What experiences have you had with City committees, boards or commissions?
City Councilor 6 years
Budget Committee 8 years
4. What special skills or interests do you think you bring to this effort?
I am very good with numbers and am detail oriented person

APPLICANTS SIGNATURE: Tiffany Pruitt DATE: 1/27/14

Thank you. We appreciate your willingness to serve .

AGENDA ITEM NO: 5b

CASCADE LOCKS STAFF REPORT

Date Prepared: February 3, 2014

For City Council Meeting on: February 10, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: Elect Council President

SYNOPSIS: Mr. Bruce Fitzpatrick was selected as Council when the current Council was seated. With the change in his job status over the last year, it is difficult for him to perform his duties as Council President over the phone when he calls in for council meetings. It has been suggested that the Council appoint a new Council President to fill the remainder of the term (until January 2015.) Any member of the Council is qualified to be the Council President.

CITY COUNCIL OPTIONS: Select one of the remaining councilors to be Council President.

RECOMMENDED MOTION: "I move to appoint _____ as Council President."

CASCADE LOCKS STAFF REPORT

Date Prepared: February 5, 2014

For City Council Meeting on: February 10, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator *w*

SUBJECT: Adopt Council Goals and Budget Priorities

SYNOPSIS: The City Council met in a work session on Tuesday, February 4, for a review of the previous year's activities by the various City departments. The Council also listened to the staff's proposed goals and activities for the upcoming Fiscal Year 2014-2015. The proposed goals listed by department are attached.

This list was developed as we identified the prospective economic development activities and recruitments being undertaken by the Port of Cascade Locks. The focus for the City is to identify those essential activities that can support the growth of industry and jobs in the Industrial Park and other areas of the City. With that identification, the City must work towards building the infrastructure that facilitates the new businesses that are poised to open in the Industrial Park and on WaNaPa Street. While this may generate additional costs to the consumer, those costs may be able to be adjusted after the increased revenue stream is proven. If the City chooses not to do the infrastructure requirements identified, then our water, sewer, electric, and street systems will continue to deteriorate and the cost to repair those issues will continue to escalate.

With the adoption of the Council goals, the City Staff will begin to build the budget based on those goals and activities.

CITY COUNCIL OPTIONS: Accept, modify, or reject the proposed Council Goals.

RECOMMENDED MOTION: "I move to adopt the Council Goals as identified in the February 4th work session."



2014-15 Council Goals

Public Works

1. Hire a third full time equivalent employee (FTE)
2. Construct a 450,000 gallon water reservoir near Crystal Springs
3. Refurbish wastewater pump station at Industrial Park

Electrical Department

1. Provide adequate power to the Industrial Park now and plan for future growth
2. Construct equipment shelter on City Hall property

Emergency Services

1. Provide stable long term funding
2. Enhance volunteer program

Finance

1. Provide a backup generator for City Hall
2. Continue ADA improvements

City Recorder/Planner

1. Revise the development code as needed
2. Strengthen planning resources

Administration

1. Continue Good Governance
2. Implement restructured budget
3. Shared RARE Intern

CASCADE LOCKS STAFF REPORT

Date Prepared: February 4, 2014

For City Council Meeting on: February 10, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator ✓

SUBJECT: Potential Process for Appointment of Municipal Court Judge

SYNOPSIS: In a previous Council meeting the Council approved meeting with the Justice of the Peace in County's District Court to determine the feasibility of contracting with the City to cover our municipal court cases. In conversations with the Mayor the County Court indicated that there was no interest in such a partnership.

I then consulted with our City Attorneys to determine some alternatives. The difficulty is that we have prosecuted only two cases in the last 19 years, but with the new street vendor ordinance, that number may dramatically increase.

Alexandra Sosnkowski responded: "As Cascade Locks operates under the Oregon Public Contracting Code, this would likely be a contract under \$10,000, which the Council can enter into directly. You could have them authorize you to enter into contracts with a Muni Court Judge on an as needed basis. In the meantime, you could create a list of local attorneys that the Council could approve to sit as Judge, and then you could call them as needed."

Two options are presented here. The first is contracting with a sitting municipal court such as Hood River's Court. This is allowable under state law. Ruben Cleaveland offered this response:

"Alex is right about the IGA allowing us to do an arrangement with the Hood River Municipal Court. It is specifically allowed by statute (provided below). This would presumably answer the venue question as well. Please let me know if you want me to broach the subject with Judge Carey and the HR interim CA."

§ 221.355. Agreement between cities for judicial services

"Any city may enter into an agreement pursuant to ORS 190.010 with another city for the provision of judicial services. A municipal judge providing services to another city pursuant to such an agreement shall have all judicial jurisdiction, authority, powers, functions and duties of the municipal court of the other city and the judges thereof with respect to all and any

violations of the charter or ordinances of the other city. Unless the agreement provides otherwise, and subject to the provisions of ORS 153.640 to 153.680, all fines, costs and forfeited security deposits collected shall be paid to the prosecuting city, and that city shall reimburse the city providing judicial services for expenses incurred under the agreement. The exercise of jurisdiction under such an agreement by a municipal judge shall not constitute the holding of more than one office.”

Creating an agreement with the Hood River City Court has several advantages because they are already equipped systems to handle collections, court costs, and judge’s salary. The City Attorneys who would be prosecuting the cases are also there.

The second is creating a list of local attorneys willing to serve on an as needed basis. Because of their legal training, the two week course may not be required. We could negotiate individually with each person on the list for a per hour and mileage rate for responding to our court cases.

A third alternative is appointing a municipal court judge. This would require seeking applications and training whoever is appointed. That training consists of sending the selected candidate to Judge’s School in Nevada for a two week training course, which expense the City would be required to pay.

In each of these alternatives, significant costs may be incurred for an insignificant amount of dollars.

CITY COUNCIL OPTIONS:

1. Contract with Hood River
2. Contract with local attorney’s willing to be a judge for infrequent cases
3. Appoint and train a local judge

I am seeking Council direction on which option to pursue.

AGENDA ITEM NO: 5e

CASCADE LOCKS STAFF REPORT

Date Prepared: February 4, 2014

For City Council Meeting on: February 10, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator *W*

SUBJECT: Water and Sewer Rate Study

SYNOPSIS: One of the issues facing the City is the development of water and sewer rates for large industrial users. This is critical for the attraction of industrial users such as the Pear Puff Factory, a fish processing plant, or a water bottler to the Industrial Park. The Oregon Association of Water Utilities has provided a quote for our consideration. We do have room within the materials and services budgets of both the water and sewer funds to share the cost of this study.

CITY COUNCIL OPTIONS:

1. Accept the proposal from OAWU
2. Have Staff develop a proposed water and sewer rate
3. Seek other expertise to develop water and sewer rates

RECOMMENDED MOTION: "I move to approve the OAWU proposal for a water rate study."



Oregon Association of Water Utilities

935 N. Main St., Independence, OR 97351 • 503-837-1212 • Fax 503-837-1213

Serving Oregon's Water & Wastewater Utilities since 1977

January 27, 2014

City of Cascade Locks
Attn: Gordon Zimmerman
PO Box 308
Cascade Locks, OR.97014

Dear Mr. Zimmerman:

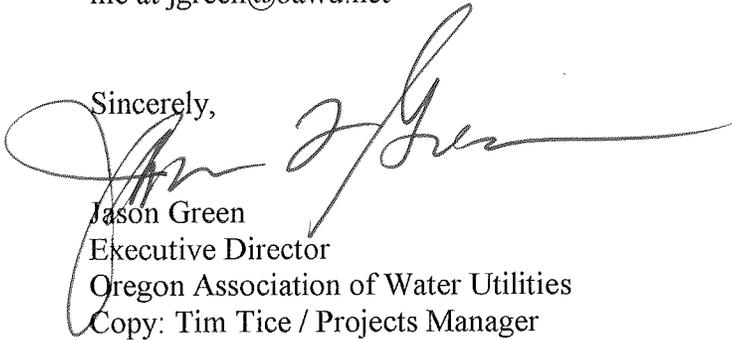
Based on the questionnaire received from you, Oregon Association of Water Utilities will be pleased to conduct a water rate study for the City of Banks for a fee of approximately seven thousand dollars (\$7,000.00). This includes two visits to outline the rates, as well as discuss any options. The following is made known to clarify the process.

- Obtain additional information from contact person to assist the project.
- Schedule meeting(s), telephone calls, and e-mails to stay abreast of the project.
- Provide a draft copy for review and or changes of project's content.
- Provide a final report, meeting the expectations of the client.
- City shall not be invoiced by OAWU until the project is complete
- Maintain client satisfaction throughout project timeline or receive no statement.
- Follow up to confirm the effectiveness of the chosen rates.

These services are provided to OAWU members only as an expanded member benefit with exceptional cost savings to the member. If this meets your requirements, please send us a letter of confirmation agreeing to the services to be provided as stated in the above paragraph as well as the timeline for completion of the water rate study. This proposal is in effect for 90 days from the **January 27, 2014**.

If you have any questions, please feel free to contact our office at 503-837-1212 or e-mail me at jgreen@oawu.net

Sincerely,



Jason Green
Executive Director
Oregon Association of Water Utilities
Copy: Tim Tice / Projects Manager

Proud
Member of



CASCADE LOCKS STAFF REPORT

Date Prepared: February 4, 2014

For City Council Meeting on: February 10, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator *w*

SUBJECT: Old Fire Hall Property Line Adjustment

SYNOPSIS: Please see the attached picture for a graphic representation of this request. The odd shape of the Fire Hall lot presents problems for development. It has been suggested by the Port of Cascade Locks that the line between the City and the Port property be "squared up" to enhance the development of both properties.

By establishing the midpoint of the diagonal property line and pivoting the line to be perpendicular to the front property line, the property exchanged would be equivalent square footage. This would be a simple change of lot description without an exchange of funds.

The Port has received an estimate to do the lot line adjustment. Since this benefits both the City and the Port, I would suggest that we split the cost of the surveying (\$800) equally between the Port and the City. The City would pay the City application fee (\$125) and half of the County deed recording fee (\$25). The Port would be responsible for the County filing fee and the other half of the county recording fee (\$175).

The Port wants to build a bike/pedestrian crossing at the rear of this property. The location of that crossing is yet to be determined, but may influence the exact location of the line.

CITY COUNCIL OPTIONS: Approve or reject the lot line adjustment proposal.

RECOMMENDED MOTION: "I move to direct staff to work with the Port to complete a lot line adjustment for the west property line of the old Fire Hall at 505 WaNaPa Street."





February 3, 2014

The Port of Cascade Locks
Attn: Holly Howell
355 WaNaPa Street
Cascade Locks, Oregon 97014

Re: Estimate for a Boundary Line Adjustment on tax lot 1400 (old fire hall)

Holly,

In reference to your request, I have prepared the following proposal for providing you with professional surveying services on the WaNaPa property. This proposal is to adjust the mutual boundary between the Port property and the City owned fire hall as roughly shown on the attached map. Upon city approvals Terra will provide a new legal description for the tract of land to be conveyed and monument new adjusted boundary corners and submit final survey to be filed with the county.

- **Boundary line adjustment cost lump Sum of \$800 (Terra)**

Projected city and county fees:

- City Application fee \$125
- County filing fee \$150
- County deed recording estimated fees \$50
- **Estimated county and city fees Total \$325 (These figures are based on City/County fee schedule and are subject to undisclosed additional cost.)**

Thank you for this opportunity

Erik M. Carlson, P.L.S.
President
Terra Surveying

Work approved by: _____ date

TERRA SURVEYING

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