

**JOINT (CITY/PORT) WORK GROUP FOR ECONOMIC DEVELOPMENT**

**Meeting Notice and Agenda**

**Thursday, June 26, 2014**

**7:00 PM**

**City Hall Council Chambers**

1. Call To Order/Pledge of Allegiance
2. Welcome and Self-Introductions
3. Adoption of meeting minutes of May 29, 2014
4. Citizen Input
5. Presentation from Richard Halpern, Ecoapprentice ([www.ecoapprentice.com](http://www.ecoapprentice.com))
6. City/Port Issues:
  - a. Energy Committee
  - b. City Infrastructure
  - c. Port Development
  - d. Transportation Issues
7. Other Matters
8. Next Meeting: July 31, 2014
9. 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.**

## Minutes

### Joint Work Group on Economic Development

May 29, 2014

1. Call to Order/Pledge of Allegiance: Mayor Cramblett called the meeting to order at 7:00 pm.

Committee Members present were Mayor Tom Cramblett, Port Commissioner Jess Groves, Port Commissioner Brenda Cramblett & City Councilor Bruce Fitzpatrick.

City Councilor Jeff Helfrich was excused.

Also present were Port Interim General Manager Paul Koch, City Manager Gordon Zimmerman, Port Recorder Kristi Bengtson, Port Marketing Manager Holly Howell, Philip Wattness (Skamania Pioneer) & Darrin Eckman P.E. (Tennessee Engineering).

2. Welcome and Self-Introductions: Everyone introduced themselves.
3. Adoption of meeting minutes of April 24, 2014: PC Groves made a motion to approve the meeting minutes of April 24, 2014. CM Bruce Fitzpatrick seconded the motion. The motion passed unanimously.
4. Citizen Input: None
5. City/Port Issues:
  - a. **Update on Smokey Bear, Heuker and Pear Puff projects**:

IGM Koch commented that the ED team is proceeding with the Smokey Bear letter of intent and also proceeding with the survey of the property.

ED Mann is working with the Hueker's on their project and the ED staff had a meeting with the principals on the Pear Puff project.

CA Zimmerman commented that after the surveys are done, the City staff will start placing the poles in the industrial park.

CA Zimmerman commented that Pear Puff would like a proposal from the City on the electric, sewer and water rates. Commenting that she would like assurance on the rates for 3-5 years from the city. CA Zimmerman commented that the City Council will need to discuss this issue & make a decision.
  - b. **Report from Energy Task Force**:

IGM Koch commented that he is reporting for Committee Member Gary Munkhoff.

IGM Koch commented that they received the specs on the generator at the Port of Morrow, commenting that the group will be scheduling a trip to inspect the generator.

**c. Status of preliminary plat for Industrial Park:**

Port Staff Howell commented that we are getting the Industrial Park surveyed and have compiled a timeline, we have also compiled a needs list to get the subdivision application completed at the Industrial Park.

**d. Update on City infrastructure issues, timelines, strategy and option's regarding water system variables and contingencies, what needs to be done, requirements and funding options.**

CA Zimmerman handed out and reviewed a spreadsheet on estimated costs and options for funding. (Exhibit A).

CA Zimmerman commented that the City's environmental review should be done within a couple weeks, commenting that this is the final piece needed to complete the application for the funding through the USDA.

**e. Review and discussion from May 27<sup>th</sup> Joint City/Port meeting:**

Commissioner Groves commented that the City & Port have a lot of things going on. CA Zimmerman commented that he is comfortable with the direction the Port and City are going in.

**6. Other Matters:**

Staff Howell reviewed the preliminary Port approved Industrial Park Master Plan & Capital expenditure list. (Exhibit B)

Discussion on communicating this information to the public, there will be a newsletter in the city bill and article in the Port newsletter.

**7. Next Meeting: June 26, 2014:**

**8. Adjournment: Meeting adjourned at 9:28 pm.**

Approved:

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Mayor Tom Cramblett, City of Cascade Locks

Prepared by:  
Kristi Bengtson, Port Recorder

Exhibit A

City of Cascade Locks  
Water System Master Plan  
Thursday, May 29, 2014

Project	Estimated Costs				
	Option #1	Option #2	Option #3	Option #4	Option #5
1.0 Crystal Spring Reservoir	\$ 1,034,543	\$ 1,034,543	\$ 1,034,543	\$ 1,034,543	\$ 1,034,543
2.0 Forest Lane Water Main Loop to IP	\$ 415,800	\$ 415,800			
3.0 WaNaPa Street Water Main Replacement	\$ 896,873	\$ 896,873	\$ 896,873	\$ 896,873	
4.0 Well #1 Upgrade	\$ 76,956	\$ 76,956	\$ 76,956	\$ 76,956	\$ 76,956
5.0 Well #3 Development	\$ 373,890	\$ 373,890	\$ 373,890		
6.0 Ruckel Street Water Main Replacement	\$ 368,078				
7.0 Forest Lane Water Main Replacement	\$ 408,375				
8.0 Water Management/Conservation Plan	\$ 15,000	\$ 15,000	\$ 15,000		
9.0 Water Line Leak Detection Program	\$ 50,000	\$ 50,000	\$ 50,000		
10.0 Public Works Standards Update	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -
<b>Total</b>	<b>\$ 3,654,515</b>	<b>\$ 2,878,062</b>	<b>\$ 2,462,262</b>	<b>\$ 2,008,372</b>	<b>\$ 1,111,499</b>

"If" Assumptions						
Construction Bid versus Engineering Estimate	70%	\$ 2,558,161	\$ 2,014,643	\$ 1,723,583	\$ 1,405,860	\$ 778,049
Potential USDA Grant - Max		\$ 500,000	\$ -	\$ -	\$ -	\$ -
Potential to Finance		\$ 2,058,161	\$ 2,014,643	\$ 1,723,583	\$ 1,405,860	\$ 778,049

# of City Water Accounts	475	Monthly HH Income	Annual HH Income
Average Customer Charge (5,000 gallons)	\$ 23.88		
1.25% of median family income	1.25%	\$ 42.73	\$ 3,418.25
Available for loan repayment	\$ 18.85		\$ 41,019.00

Total Monthly Financing Available	\$ 8,953
Total Annual Financing Available	\$ 107,434

Monthly Increase Required by Option at 100%	\$28.66	\$22.57	\$19.31	\$15.75	\$8.72
Monthly Increase Required by Option at 70%	\$20.06	\$15.80	\$13.52	\$11.03	\$6.10
Monthly Increase Required by Option plus USDA Grant	\$16.14	\$15.80	\$13.52	\$11.03	\$6.10

# Exhibit A

Potential Financing - Option #1					
	Interest	Term	Amortized	Monthly Increase	Annual
US Bank	2.41%	5	15	\$50.98	\$290,560.63
US Bank	2.53%	7	20	\$40.88	\$233,026.03
Columbia State Bank	2.95%	10	10	\$74.11	\$422,447.82
Columbia State Bank	3.30%	15	15	\$54.25	\$309,216.44
CenterPointe Bank	3.25%	5	5	\$139.10	\$792,883.68
USDA Rural Utility Services	3.25%	40	40	\$28.66	\$163,374.90

Potential Financing - Option #2					
	Interest	Term	Amortized	Monthly Increase	Annual
US Bank	2.41%	5	15	\$40.15	\$228,826.94
US Bank	2.53%	7	20	\$32.20	\$183,516.38
Columbia State Bank	2.95%	10	10	\$58.37	\$332,692.85
Columbia State Bank	3.30%	15	15	\$42.72	\$243,519.07
CenterPointe Bank	3.25%	5	5	\$109.55	\$624,424.41
USDA Rural Utility Services	3.25%	40	40	\$22.57	\$128,663.61

Potential Financing - Option #3					
	Interest	Term	Amortized	Monthly Increase	Annual
US Bank	2.41%	5	15	\$34.35	\$195,767.81
US Bank	2.53%	7	20	\$27.54	\$157,003.36
Columbia State Bank	2.95%	10	10	\$49.93	\$284,627.98
Columbia State Bank	3.30%	15	15	\$36.55	\$208,337.33
CenterPointe Bank	3.25%	5	5	\$93.72	\$534,212.43
USDA Rural Utility Services	3.25%	40	40	\$19.31	\$110,075.29

Potential Financing - Option #4					
	Interest	Term	Amortized	Monthly Increase	Annual
US Bank	2.41%	5	15	\$28.01	\$159,680.24
US Bank	2.53%	7	20	\$22.47	\$128,061.58
Columbia State Bank	2.95%	10	10	\$40.73	\$232,160.05
Columbia State Bank	3.30%	15	15	\$29.81	\$169,932.71
CenterPointe Bank	3.25%	5	5	\$76.44	\$435,736.44
USDA Rural Utility Services	3.25%	40	40	\$15.75	\$89,784.17

Potential Financing - Option #5					
	Interest	Term	Amortized	Monthly Increase	Annual
US Bank	2.41%	5	15	\$15.50	\$88,372.29
US Bank	2.53%	7	20	\$12.43	\$70,873.48
Columbia State Bank	2.95%	10	10	\$22.54	\$128,484.99
Columbia State Bank	3.30%	15	15	\$16.50	\$94,046.34
CenterPointe Bank	3.25%	5	5	\$42.31	\$241,150.85
USDA Rural Utility Services	3.25%	40	40	\$8.72	\$49,689.50

# PRELIMINARY DISCUSSION DRAFT ONLY

Exhibit B

## PORT APPROVED INDUSTRIAL PARK MASTER PLAN & CAPITAL EXPENDITURES LIST

COMPONENTS	EXPLANATION	EST. COST	CONSIDERATIONS
1	Industrial Park Title Report		Amerititle
2	Geo-Hydro Exploration		Hansen Drilling
3	Master Plan	\$10,000	Bussard, CAD costs
4	Development Codes & CCRs	\$10,000	City; Bussard
5	Phase One Environmental	\$4,000	Wallace
6	New Electric Service	\$35,000	City & BM
7	Flowage Easements	\$20,000	Army Corp
8	Survey, plat & file for lots	\$11,125	TerraSurvey
9	Rezeasing of High Density Res-	\$5,000	ED Staff; contractor
10	Bench Property Road	\$210,000	Heiker Dev Credit
11	Municipal-Emergency Access	\$100,000	BNSF; Bussard; Contractor
12	Recreational-Development-	\$50,000	Port maintenance
13	Revised DOGAMI Permit	\$20,000	Contractor; ODFW
13a	Road to Herman Creek	\$25,000	Contractor
14	Construction Engineer	\$100,000	New hire; Port maintc
15	Expanded Water	\$300,000	City plan; contractor
16	Fiber Optics	\$10,000	Sprint; CenturyLink
17	Expand Bear Mtn Property	\$20,000	Staff; Port Legal
18	Westside Entrance Park-	\$80,000	BM; landscape arch
19	Quarry Roadbed for utilities	\$200,000	Contractor
19a	Finished Quarry Road-	\$30,000	Contractor
20	Quarry Development-	\$500,000	Hoed River Sand; Bussard
21	Road to Point	\$30,000	SDS easement
22	Electricity to Cramblett Way	\$30,000	City
23	Sports Center-	\$400,000	Port maintnc; contractor
23a	Sports & Rec Facilities-	\$500,000	Contractor
24	Construction Manager-	\$100,000	New Hire; Port maintc
25	Water Wells	\$200,000	City IGA; Contractor
26	Storm Drain to Point	\$400,000	Big client; Contractor
<b>Total</b>		<b>\$3,380,125</b>	

<b>Revised Total    \$1.5 - \$2.5 M</b>
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# PRELIMINARY DISCUSSION DRAFT ONLY

*Exhibit B*

## INDUSTRIAL PARK MASTER PLAN & CAPITAL EXPENDITURES - PRIORITIZED

#	INFRASTRUCTURE	DETAILS	EST. COST
1	Geo-hydro exploration	Test wells to determine underlying geology and hydrology	
2	Industrial Park title report	Prelim report and searches for additional easements, rights and encumbrances	
3	Master plan	Outline of all components; rough outline of key components; estimated costs	\$10,000
4	Survey, plat & file for lots	Creating partitions of the Bench, Mill Site, Middle, Bear & Quarry; 11 lots total	\$11,125
5	Expand Bear Mtn property	Allows for future expansion; include fencing, mitigation & park at east end	\$10,000
6	New electric service	Overhead lines raised and moved to west; provide 2.5megawatts	\$35,000
7	Municipal-emgncy access	Connects quarry road (20) to Forest Lane for emergencies only; gravel & gated	\$100,000
8	Expanded water	12" waterline; 1/2 mile; Herman Creek Lane to park; loop	\$300,000
9	Bench property road	Private road access to Bench, Mill Site and mouth of Herman Creek; include SDS	\$210,000
10	Quarry roadbed for utilities	Private road off Cramblett Way for access to quarry; phase one gravel	\$80,000
11	Phase one envrn assessments	Needed to finalize sale of properties	\$4,000
12	Flowage easements	Remove antiquated Army Corp restrictions on property	\$20,000
13	Construction Engineer	Project Manager to oversee various construction projects; works with Mohr	\$100,000
14	Development codes & CCRs	Review and include changes, update development codes to facilitate build out	\$10,000
15	Electricity Cramblett Way	City to pull conductors in Cramblett Way; required for big client	\$30,000
16	Storm drain to point	Rerouting and extension to Col River; required for big client	\$400,000
17	Fiber optics	None currently; agrmt for install & service; trench in road	\$10,000
18	Water wells	Backup wells for fireflow & augment expanded waterline	\$200,000

**Total Development Needs** **\$1.5 - \$2.5 M**



# Oregon

John A. Kitzhaber, MD, Governor

RECEIVED  
JUN 16 2014

Department of Transportation

Transportation Region 1

123 NW Flanders St

Portland, OR 97209-4012

(503) 731-8200

Fax: (503) 731-8259

BY: .....

June 13, 2014

File Code:

Gordon Zimmerman  
City of Cascade Locks  
140 SW Wa Na Pa Street  
Cascade Locks, OR 97014

Dear Mr. Zimmerman,

Thank you for meeting with Paul Koch, representing the Port of Cascade Locks, Kelly Brooks, Region 1's Governmental Liaison, and I on May 21<sup>st</sup> to discuss development opportunities at the Port of Cascade Locks Industrial Park. As we discussed, there seemed to be some misunderstandings about perceived "ODOT barriers to development" that I wanted to clear up. The purpose of my letter is to document and provide some additional clarity around the issues we discussed at that meeting.

The City and Port of Cascade Locks are actively working with several potential developers that collectively have the potential to increase local truck traffic to and from the industrial park by approximately 100 to 200 trucks per day. While it is true that coordination with ODOT is required when the State transportation facilities are affected by a proposed land use change or development, and that ODOT sometimes requires improvements to ensure the additional volumes can safely be accommodated, this level of development is not expected to require any mitigation on State facilities. The development being proposed today is substantially different than the resort and casino proposal from a few years ago that would have required mitigation improvements based on the huge number of trips it was expected to generate. While the City will still need to inform ODOT when proposed developments impact state owned facilities we do not anticipate the additional 100 to 200 truck trips per day generated by the modest development opportunities before the City today would likely trigger any improvement requirements from the State Department of Transportation for the reasons articulated below:

- 1) The existing truck route between I-84 and the industrial park along WaNaPa Street (US30) and Forest Lane can easily accommodate the anticipated volumes
  - a. In the Cascade Locks Transportation System Plan, WaNaPa St is classified as a Minor Arterial Street providing a high volume connection between I-84 and Forest Lane.



- b. Forest Lane is classified as a Collector Street which is intended to carry between 1,200 and 10,000 trips per day serving residential, commercial and industrial land uses.
  - c. Even with the proposed developments, WaNaPa and Forest Lane traffic volumes will remain well below those anticipated in the City's Transportation System Plan.
- 2) The anticipated types of trucks can safely navigate intersections along the route
- a. A truck test run, conducted in 2012, indicated that there were no roadway impediments to trucks using WaNaPa Street through Cascade Locks.
  - b. Additionally, ODOT has run truck turning templates at the intersection of WaNaPa St and Forest Lane. Our engineers determined the intersection can accommodate the turning movements for a typical interstate truck.
  - c. If the City anticipates additional vehicle types you would like ODOT to review the truck turning templates for at the intersection of WaNaPa St and Forest Lane, please provide the truck classification information and we can provide you with the results.
  - d. The current truck length restriction can likely be eliminated. After meeting with motor carrier enforcement division and ODOT district maintenance staff, we believe the City's request could be accommodated. ODOT recently received your formal request and will inform you once the review process is complete.
- 3) The existing rail crossing order anticipated the proposed number of truck trips
- a. After reviewing the rail crossing order, which anticipated up to 500 trips associated with the crossing at the Port of Cascade Locks industrial park, ODOT staff again determined that no additional approvals would likely be required for the level of development currently under consideration by the City and Port.

If higher levels of development are proposed in the future, ODOT staff will need to be engaged early and additional evaluation of the system may be necessary at that time. Again, ODOT does not anticipate any required improvements to accommodate the level of development currently under consideration by the City and the Port of Cascade Locks.

At our recent meeting we also discussed one additional item not directly related to development proposals currently before the City and Port that I believe has caused much of the confusion. Let me be clear, the improvement discussed below is not required by ODOT for development to occur at the Port of Cascade Locks Industrial Park.

Over the years the City has expressed interest in redirecting industrial park truck traffic from its current routing on Forest Lane to Frontage Road. This potential future vision was captured as something to explore in the City's 2001 Transportation System Plan. Moving truck traffic onto Frontage Road could reduce conflicts between trucks accessing the industrial park and the bicycles using Forest Lane as part of the Historic Columbia River Highway State Trail and access to residential housing that has built up over time. While ODOT supports consideration of

this alternative in the future, our discussions on this topic have identified a number of safety, operational and maintenance issues that would need to be resolved before this route could serve as a viable alternative to Forest Lane for trucks, including improving truck turning radii in two locations and widening and strengthening of the roadway to safely accommodate large vehicles.

The Port of Cascade Locks applied for funding under the STIP Enhance program to make some Frontage Road improvements, but the application was not recommended for funding by the Region 1 STIP Enhance Committee. Knowing that 100% of ODOT's Enhance funding is fully committed through 2018, the City and/or Port may wish to pursue an Oregon Transportation Infrastructure Bank (OTIB) loan or seek system improvements from developers as growth occurs to begin to make incremental improvements towards this goal over time. The next round of STIP Enhance funding will not be available until 2019 at the earliest, and will still be subject to recommendation of the STIP Enhance Committee and approval of the Oregon Transportation Commission.

Thank you for meeting with Kelly Brooks and I about this topic and providing the opportunity for us to reiterate our support for your businesses recruitment activities at the industrial park. ODOT has, and will continue to, support the City and Port of Cascade Locks both directly and through the Regional Solutions Team forum.

Sincerely,



Rian Windsheimer

Policy & Development Manager, ODOT Region 1

cc: Paul Koch – Port of Cascade Locks

## Gordon Zimmerman

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**From:** WINDSHEIMER Rian M <Rian.M.WINDSHEIMER@odot.state.or.us>  
**Sent:** Monday, June 16, 2014 1:09 PM  
**To:** 'Gordon Zimmerman'  
**Subject:** RE: Thanks for your letter  
**Attachments:** WaNaPaToFrontageRoad.pdf

I've included the conceptual drawing for improving the truck turning radius from the Weigh Station to Frontage Road that my engineers put together for feasibility and estimating purposes, but I don't have funding for any additional work.

The main safety and operational issues we've already identified include addressing safe turning movements for trucks at both ends of Frontage Road, widening of Frontage Road to accommodate truck passing (one headed in each direction), and strengthening of the roadway to accommodate heavier vehicles. As we go through the process of looking at Frontage Road to accommodate trucks in the future it may identify additional needed improvements at that time based on the public meetings and truck operator conversations involved as part of that effort.

We know the type and scale of improvements that may be desirable in the future but with a price tag of between \$4m (for minimal improvements) and \$12m (to accommodate a more desirable truck facility) and no design or construction funding identified, it doesn't make a lot of sense to keep working on this in the short or mid-term, particularly given the improvements are not needed for development at the industrial park.

**Rian Windsheimer**  
Policy & Development Manager  
Oregon Department of Transportation, Region 1  
503-731-8456 (direct line)  
503-913-8712 (cell)

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**From:** Gordon Zimmerman [<mailto:gzimmerman@cascade-locks.or.us>]  
**Sent:** Monday, June 16, 2014 11:14 AM  
**To:** WINDSHEIMER Rian M  
**Cc:** Paul Koch  
**Subject:** Thanks for your letter

Rian:

Thanks for your letter. I think it provides some needed direction for us.

You were also going to send the engineering concepts for the turning movements at the two intersections. Is it possible to get copies of those concepts?

Thanks again.

Gordon Zimmerman  
Cascade Locks City Administrator  
541-374-8484  
[gzimmerman@cascade-locks.or.us](mailto:gzimmerman@cascade-locks.or.us)

Proposed widening

Frontage Rd.

