

JOINT (CITY/PORT) WORK GROUP FOR ECONOMIC DEVELOPMENT

Meeting Notice and Agenda

Thursday, June 27, 2013

7:00 PM

City Hall Council Chambers

1. Call To Order/Pledge of Allegiance
2. Welcome and Self-Introductions
 - a. City Representatives
 - b. Port Representatives
3. Adoption of meeting minutes (from city) of May 30, 2013
4. Developing More Citizen Involvement
5. Port Strategic Plan
6. Wastewater Solutions
7. Progress of Intergovernmental Agreement
8. Review of Gorge Commission Efforts
9. Master Water Plan Update
10. Explanation of Enterprise Facilitation
11. Adjournment

Attachments:

May 30, 2013, Minutes
IGA Guidelines

1. Call To Order: Mayor Cramblett called the meeting to order at 7:00 PM.
2. Welcome and Self-Introductions: Mayor Tom Cramblett, City Councilor Member Jeff Helfrich, Port Commission President Jess Groves, and Port Commissioner Brenda Cramblett were present. City Councilor Member Bruce Fitzpatrick was excused. Also present were City Administrator Gordon Zimmerman, Port Interim General Manager Paul Koch, City Recorder Kathy Woosley, Port Marketing Director Gary Raines, and Don and Gyda Haight.
3. Pledge of Allegiance.
4. Adoption of meeting minutes (from city) of March 28, 2013: **Motion**: PCP Groves moved, seconded by CM Helfrich, to approve the March 28, 2013 minutes. The motion passed unanimously.
5. Discussion concerning City/Port Intergovernmental Agreement: CA Zimmerman and PIGM Koch gave a brief overview of the IGA. PCP Groves stated this agreement is a good fit with the Multifaceted Economic Development Plan that has been adopted by both entities.

PCP Groves stated that the Port is looking at getting the necessary infrastructure to the Port's Industrial property in order to move businesses in. He said this agreement will allow the Port and the City to work together to make this happen.

Port Marketing Director Raines stated that the rates have to be competitive in order to get businesses to even consider locating in Cascade Locks. He said that he has reviewed rates in Stevenson, Hood River, The Dalles, and Moro and the rates in Cascade Locks are not competitive. CA Zimmerman, PIGM Koch, and PMD Raines will review rates in neighboring areas and come up with an industrial rate for Cascade Locks.

PMD Raines reported on an upcoming meeting with state representatives regarding bringing natural gas to Cascade Locks.

The Committee discussed adding an overall paragraph to the IGA that will allow some flexibility for both the City and Port to do what they need to do. The draft IGA will be reviewed by the City and Port's attorneys, and then presented to the Port Commission and City Council for their review. The Committee set a joint City/Port meeting to discuss and approve the final IGA on July 15, 2013.

6. Adjournment: **Motion**: CM Helfrich moved, seconded by PCP Groves, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:17 PM.

Prepared by
Kathy Woosley

APPROVED:

Mayor Tom Cramblett

**Guidelines for an Intergovernmental Agreement (IGA)
between the Port of Cascade Locks
and the City of Cascade Locks
May 31, 2013**

PREAMBLE:

This Intergovernmental Agreement (IGA) between the City of Cascade Locks and the Port of Cascade Locks will provide a framework for flexibility that community leaders can use to develop economic opportunities, to enhance existing and emerging businesses, and to attract new businesses and jobs. This agreement will be periodically reviewed, adjusted, and modified to fit changing needs and opportunities. This IGA encourages community leaders and community members to work together for the best interest of the community at large. Through this IGA, elected leaders and the community will remain focused on the basic tenants of the community vision and economic development policy adopted by both the City and the Port.

GUIDELINES:

1. **Water System:** The City and Port shall agree to the specific enhancements to be made to the water system to and within the boundaries of the Port and Industrial Park so as to support and encourage economic development. Specific Master Plan enhancements will include the drilling of wells on Port property, water lines and a reservoir all to be constructed to City Standards and addition of a 12 inch water line from Herman Creek Lane. Eventually all or a portion of these amenities may be turned over to the City for operations and maintenance. The focus of water service shall be to provide adequate water to serve the Industrial Park as well as providing sufficient water to the Fish Hatchery.
2. **Waste Water Treatment:** The City and Port shall agree to specific waste water system and plant enhancements so as to allow for adequate and proper treatment to serve the needs of industrial users of the waste water system and to maintain the viability of the City's wastewater plant.
3. **Electric Service:** The Port will negotiate and make available land or other resources to assist in the efficient delivery of electric service to include property for the location of any needed Sub-Station in the Industrial Park. The City will immediately bring 2 mw of electricity through existing conduits and be prepared to ultimately provide 4 mw to the Industrial Park at the Port's expense.
4. **Expense and cost sharing:** The City and The Port shall meet and develop specific expense, cost sharing and reimbursement policies and procedures as may be required to enhance industrial growth, job development and to encourage strong economic growth within the community.

5. Rates and SDC's: The City shall establish industrial water, sewer and electric rates that create incentives for new and existing businesses in town. The use of traditional approaches to the costs for these basic services as well as late comers' agreements and other strategies to encourage economic development will be utilized.

The City will create an industrial electric rate that creates incentives for the development of industrial businesses in the Port's Industrial park. Based on the standardized rate, the City and Port shall negotiate and work together to create any special rates that may be required and necessary to increase new businesses and add jobs within the community. Such strategies as phased rates, waiver of SDC's, initial low rates, etc., may be arranged along with yet to be invented approaches that will lead to new jobs and businesses, understanding that the City must always be able to cover its costs.

6. Reimbursement: The City and Port shall develop specific policies to ensure that each jurisdiction pays its own share of the provision of infrastructure. Both jurisdictions agree to develop appropriate methods to reimburse the other for any costs encumbered to extend or provide the infrastructure.
7. Efficiency and Effectiveness Enhancements: Both jurisdictions agree to constantly look for, plan and implement work effectiveness strategies that would enhance the community. Such strategies as shared equipment, joint funding of major pieces of equipment, work crew coordination, etc., shall be planned between the two jurisdictions. Such approaches as combining maintenance and construction crews, shared financial systems and shared purchasing will be encouraged.
8. Both jurisdictions agree to trade land to facilitate job creation and development or locate a new water reservoir in the west end of town, moving transformers and poles from their current location to a location adjacent to a sub-station in the Industrial Park and to address other needs that may arise during the preparation of the Port's Strategic Plan.