

# CITY of CASCADE LOCKS *AGENDA*

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**CITY COUNCIL MEETING, Monday, July 9, 2012, 7:00 PM, CITY HALL**

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**Purpose:** The City Council meets twice a month to conduct city business, make decisions and set policy and direction for the city organization and community.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor or Presiding Officer 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 June 18, 2012 Council Meeting.**
  - b. **Approval of Minutes of June 25, 2012 Council Meeting.**
  - c. **Ratification of the Bills in the Amount of \$ 110,386.76.**
  - d. **Authorization to Renew Annual Property/Liability Insurance.**
  - e. **Authorization to Renew Annual Workers' Compensation Insurance.**
4. **Public Hearings.**
5. **Action Items:**
  - a. **Authorization to Hire an Individual for Deputy Recorder/Administrative Aide.**
  - b. **Approve Law Enforcement Services Agreement with Hood River County.**
  - c. **Approve Resolution No. 1244 for Special City Allotment Grant from ODOT for Regulator Street.**
  - d. **Initiate Referral Process for Ordinance No. 416 an Ordinance Creating a Fire and EMS Department Fee on Property Served by the City of Cascade Locks Electric Utility to Assist in Covering the Costs Associated with Providing Fire and EMS Services to Residents and Businesses Served; and Repealing Ordinance No. 374.**
  - e. **Approve Language for a Charter Amendment Referral.**
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. **Historic Highway Advisory Committee – Wayne Stewart.**
  - b. **Discussion Regarding Attorney Services.**
  - c. **ICA Koch Report (handout).**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
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 Masters called the meeting to order at 7:01 PM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters were present. Also present were ICA Koch, City Recorder Kathy Woosley, David Lipps, Tyler Dean, Ken Hutton, Port General Manager Chuck Daughtry, Steve Gast, and Camera Operator Betty Rush.

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

3. **Overview of the 505 Wanapa Development Project and Potential Long Term Solutions:** ICA Koch gave a staff report listing the four development proposals that Council would be reviewing. He said there will not be representatives from Columbia Property Group and Sandy River Boat Works at the meeting tonight.

4. **Presentations:**

7:20 a. **Whiskey Flats Brewery (Now Thunder Island Brewery).** David Lipps gave a presentation on Thunder Island Brewery.

7:40 b. **Macadam Forbes Broker.** Tyler Dean gave a presentation on his recommendation for the development of the old fire hall property.

8:00 c. **Columbia Property Group-Seder Architects Development.** This company was not represented but Council had written information to review in their packet. ICA Koch gave a brief overview of their proposal.

d. **Sandy River Boat Works (Canoe and boat building and retail sales).** This company was not represented but a copy of the power point presentation was given to Council at the meeting. ICA Koch gave a brief overview of their proposal.

Mayor Masters mentioned Columbia Property Group would like two more weeks to work on their proposal before bringing to Council. CM Holmstrom questioned if Sandy River Boat Works included both parcels of land or just the land with the building. ICA Koch said the property with the building.

5. **Staff Recommendations:** ICA Koch said an analysis of the building was done five or six years ago and the architect said the improvements necessary to meet code is estimated at \$100,000 - \$150,000. He said he spoke to the Hood River County Building Inspector and was told that they would consider a three to five year plan to bring the building up to code.

ICA Koch said Council has several options including contracting with Macadam Forbes to be the broker and let them sell the property or use the Port of Cascade Locks as the developer and enter into an IGA.

PGM Daughtry said the goal has been to liquidate the fire hall property and use the resources to pay back the loan for the new fire station. He said there is one cash proposal with financing over a long period of time, a business plan from Thunder Island Brewery, and a couple of straight broker proposals.

PGM Daughtry said this property is a great location, a unique and historic building. He said the Port has been working with several people regarding the development of the property west of the old fire station property. He said the Port's role could be that of a patient investor as we don't require the return on investment as of that of a private investor.

PGM Daughtry said Thunder Island Brewery stands out to him as these are young entrepreneurs who have done an extensive amount of work on this project including a lot of capital requirements, which doesn't necessarily include the risk of acquiring the building. He said the Port's role could be to work with the City on evaluating the numbers for the renovation of the building and getting it up to code. PGM Daughtry said the Port would like to work with the City to see if we can make the Thunder Island Brewery happen. PGM Daughtry said he likes the concept of the Sandy River Boat Works and think it is something that the Port can work out in another location.

CM Lewis said the City has seven years to pay off the loan for the new fire station. He said with the information given for the Thunder Island Brewery he has difficulty with converting that into a lump sum payout. Mayor Masters said to not confuse the issue of paying off the loan with the development of the property. He said currently the City's policy is to make monthly payments on the loan to achieve the loan payoff regardless of any sale or development. Mayor Masters said he would be concerned with the City being indebted to the Port and asked if there had been discussion with the Port Commission. PGM Daughtry said he has had general discussion with the Port President and Vice President to work out some sort of agreement for the quickest path to development. He said it will take time to work out an agreement. He said he thought 60-90 days would be a timeframe to expect an agreement. He said he is excited about a brewery being a potential tenant. CM Lewis said he wouldn't like the idea of creating another debt for the City. PGM Daughtry said the details can be worked out. He said he assumed the investment that the Port would make would be at its own risk. He said the Port would want to cover their investment if the property was ever liquidated. CM Lewis asked why the Port didn't just purchase the land. PGM Daughtry said the purchase of property wasn't included in the Port's budget so hadn't considered it.

Mayor Masters suggested pursuing an IGA with the Port but at the same time the City enter into an agreement with a broker to try to sell the property so there is a parallel track. PGM Daughtry said there would have to be some contractual commitment to work with the brewery.

**6. Public Comment: None.**

**7. Mayor and Council Comments:** There was consensus of Council to pursue an IGA with the Port and at the same time contract with a broker to try to sell the property. Mayor Masters said the proposal from the Columbia Property Group is one that could be considered as a parallel track. He said this concept would bring a lot more value to the community as well as an investment in a start up business.

CM Cramblett reported the Skamania County Pioneer listed some inaccurate statements regarding the fee increases. Mayor Masters there was also omission of the fees reverting back after two years.

Consensus of Council was to direct staff to contact Sandy Boat Works and have them work with the Port of Cascade Locks.

**8. Adjournment: Motion:** CM Helfrich moved, seconded by CM Lewis, to adjourn the meeting. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters. The meeting was adjourned at 8:54 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Lance Masters, Mayor

1. **Call to Order/Pledge of Allegiance/Roll Call:** Mayor Masters called the meeting to order at 7:02 PM. CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters were present. Also present were City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Finance Officer Marianne Bump, Accounting Clerk Shirelle Price, Tourism Chair Kayla Carron, Tiffany Pruitt, Gyda Haight, Cindilee Baseman, Ray Cless, Katelin Stuart, Larry Cramblett, Ken Hutton, Virginia Fitzpatrick, Bruce Fitzpatrick, Gary Munkhoff, Randy Mislick, Darlene Sullenger, Don Sullenger, Roberta Sullenger, Rob Brostoff, Ron Star, Bill Symes, Joy Keen, Terry Swier, Michael Coad, Skamania County Pioneer Reporter Philip Watness, Hood River News Reporter Kirby Neumann-Rae, and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda:** Item 7.a. was removed, and item 5.i. to approve ODOT agreement for fuel purchases was added. ICA Koch said Bill Symes from CGRA would be late due to traffic but wanted to invite Council to a ribbon cutting ceremony this weekend.

3. **Adoption of Consent Agenda:**

- a. **Approval of Minutes of June 11, 2012 Council Meeting.**
- b. **Approval of Minutes of June 4, 2012 Council Meeting.**
- c. **Ratification of the Bills in the Amount of \$ 82,492.07.**
- d. **Appoint Nancy Renault to Planning Commission.**
- e. **Appoint Councilors to Review City Administrator Applications.**
- f. **Approval of Extension of the Contract with the City of Hood River for Fire Chief.**

Mayor Masters read the list of items on the Consent Agenda. He stated the he and CM Lewis would be reviewing City Administrator applications. **Motion:** CM Lorang moved, seconded by CM Helfrich, to approve the Consent Agenda. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

4. **Public Hearings: 7:00 Proposed 2012/2013 Budget.** Mayor Masters opened the public hearing at 7:08 PM.

Mrs. Pruitt said she was concerned with the budget and taking funding away from the museum. She said the Port Commission has decided not to take over the museum and as of July the City will be closing the museum as there is no money set aside to run it. She said money has also been taken away from the kids in the community. She said the Council has plumaged and pillaged every possible way to raise an enormous amount of money for the fire department. She said we'll have the greatest fire department in the County but will have to have four wheel drives to get anywhere because the City isn't going to have any roads or water. Mrs. Pruitt said the City hasn't set any money aside for the failing infrastructure in Cascade Locks. She said this is very concerning and haphazard.

Mayor Masters closed the public hearing at 7:15 PM.

5. **Action Items:**

a. **Accept Petition and Set Hearing Dates for Vacation of Unused Portion of Hassalo Street.** CR Woosley gave the staff report citing this was to accept the petition and set the hearing date.

Mr. Brostoff said this property has been a right-of-way for people to get into the park and beach area for many years. He said this is also the right-of-way to the City's sewer line. He said he also has concern about a fire in that area. He said there was a fire down there a few years ago. He said he would hate to see this access closed.

Mr. Coad said he was the new owner of the property at 139 Hassalo Street and was appearing as the petitioner in the request of a vacation of the unused portion of Hassalo Street. He described the area

showing a colored version of the map. He said the blue areas of the map depict private land ownership and the highlighted area is the street vacation that is being requested. He said people using this area have been crossing private property. He said the utility easements would remain. Mr. Coad showed a photograph of the area and stated the land is a derelict field and hoped to change that by leveling it and keeping the grass cut.

Mr. Coad said the map also shows location and dimension and said he discovered that there are two encroachments. He said the portion of Hassalo being requested to vacate has never been used as a street and wouldn't be. He said the street is bounded by private property on three sides. He said allowing the vacation would return the property to the tax rolls.

Mr. Coad said signatures of two thirds of the surrounding property owners as well as the Port of Cascade Locks has been obtained and respectfully requested his petition be allowed to move forward.

**Motion:** CM Lorang moved, seconded by CM Storm, to accept the petition and set the hearing date for July 23, 2012.

CM Storm asked about the remaining third of property owners. Mr. Coad explained he submitted the application after acquiring the required signatures. CM Holmstrom asked about Planning Commission Review. City Attorney Cleaveland stated the petition would go to the Council first then after the hearing it may go to the Planning Commission for review. He said at this point it is Council decision whether to accept the petition. CM Helfrich said this city property may have value and the public would be losing and asked what is normal. ICA Koch said it is normal for cities to go through this process where the property would be split with adjoining property owners. Mr. Coad explained half of the property would go to him and the other half to Mrs. Kitchens. He further explained that he had inquired about purchasing the property and was told by the City that the street vacation process was the way to acquire the property.

The motion passed with CM's Cramblett, Holmstrom, Lewis, Lorang, Storm, and Mayor Masters in favor. CM Helfrich opposed.

**b. Approve Payment of \$5,000.00 to Port of Cascade Locks for Fire Works.** FO Bump gave the staff report. **Motion:** CM Storm moved, seconded by CM Helfrich, to approve payment of \$5,000 to the Port of Cascade Locks for 4<sup>th</sup> of July fireworks. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

**c. Approve Policy for Senior Sewer Subsidy.** AC Price gave the staff report explaining there has never been a problem staying within budget for this program. She said this year there is 13 applications and the budget allows for 11. She said the policy requires certain items to be used for income verification and that it is on a first come, first served basis. **Motion:** CM Lorang moved, seconded by CM Lewis, to approve the policy for Senior Sewer Subsidy.

CM Cramblett said obviously we're getting more seniors finding it hard to pay their bills. He asked about the application process. AC Price said the application is the same form every year and staff helps them fill out if needed. She said the income guidelines are the same that are used by Mid-Columbia Community Action Program. CM Lewis asked if there would be other money available in the category where this is funded. AC Price said the program is funded through the state revenue sharing under the government relation line item. She said that funding category is very limited. CM Lewis said it might be possible for ICA Koch to be creative and find additional funding for the additional two that have applied. Mayor Masters asked ICA Koch if he thought he had the authority to do this. ICA Koch suggested Council grant the authority for this particular policy and not for authority "across the board". CM Lorang amended his motion to include an addition to the policy which states, "IV. From time to

time the City Administrator may determine an unexpected need and provide the subsidy to qualified applicants.” CM Lewis agreed to the amendment. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

**d. Approve Ordinance No. 417 Regarding Customer Utility Deposit.** AC Price gave the staff report explaining the previous ordinance has been amended to allow payments for deposits for special circumstances. City Attorney Cleaveland said his concern with allowing payment arrangements would be someone claiming favoritism, discrimination, etc. He suggested a bright line be established of amount of income with verification so a claim of discrimination or favoritism would be hard to support. **Motion:** CM Helfrich moved, seconded by CM Lorang, to approve Ordinance No. 417. AC Price read the first reading of Ordinance No. 417 by title only. Mayor Masters said to have the criteria for payment arrangements added to the ordinance and City Attorney Cleaveland said that would be considered a minor change and could continue with the second reading and vote on the ordinance at a future meeting.

**Presentation by CGRA (added).** TC Carron introduced the members of Columbia Gorge Racing Association and handed out a schedule and invitation for Opening Day at the CGRA Clubhouse. Mr. Symes reported on the summer schedule. He said Cascade Locks is a coveted destination for sailing. He thanked the Council for their support of the program. Mr. Ulyss said Cascade Locks is a magical spot for sailing. He said CGRA wants to work together to make this program a success. Mayor Masters said Cascade Locks is fortunate to have CGRA here. He said he appreciated all the work that has been done for our community by the volunteer organization. CM Helfrich asked if there is anything CGRA could do to help build a facility in one of the other sites as studied by the Port. Mr. Symes said CGRA is made up of volunteers and don't really have the expertise or resources required to deal with the other agencies that would be involved.

**e. Approval of Resolution No. 1241 Adopting the Municipal Corporate Budget for 2012/2013, Making Appropriations, Authorizing Expenditures and Levying Taxes.** FO Bump gave the staff report and stated the program service policies and direction are included and would like to have those approved at the same time. **Motion:** CM Lewis moved, seconded by CM Holmstrom, to approve Resolution No. 1241 adopting the Municipal Corporate Budget for 2012/2013, authorizing expenditures and levying taxes, and approving the program service policies and directions.

CM Cramblett said he didn't understand why the Council did not go to the citizens with levying taxes. He said in 2008 the Council could have challenged the initiative and gave the citizens the opportunity to vote. CM Cramblett said this Council has decided that they have to have money and are just going to take it. He said Council has had plenty of time to get something before the voters. He said the recommendation from the Public Safety Task Force was to go to the citizens for a vote. He said this Council decided not to accept the recommendation of the PSTF and just decided to take the money. He said he can not support this budget.

ICA Koch said the program budget sheets have set objectives for an approach to the Parks and Recreation program, which has set preparation for donations and payment of services. He said this will begin to lay the ground work for the kid's club idea to move toward a more professional, effective program. ICA Koch said that he and CM Helfrich met with the Executive Director of the Boys and Girls Club. He explained this program operates on an adoption approach. He said if Cascade Locks was successful in applying and finding funding Cascade Locks would be adopted and professional services would be provided to the kids. He said we're a long way from doing this but will come out of the work of the Downtown Revitalization Steering Committee and the use of the school building as a community center of sorts. ICA Koch explained some of the tasks that would have to happen to get this process

started. Mayor Masters asked if this is something that could be accomplished within the next fiscal year. ICA Koch said he thought it would be possible.

CM Cramblett said this is another issue he has with this budget. The City can't contribute to the kids in the community. He said he appreciated the idea of researching the Boys and Girls Club but should be doing that in conjunction with money from the City. He said the City has taken the money intended for Parks and Recreation and other important programs for this community and expecting someone else to take care of it.

CM Helfrich said through the budget process the City did put money toward Parks and Recreation and this forced conversation regarding the importance of the program. He said donations are going to be accepted. ICA Koch said Parks and Recreation employees are anticipating \$16,000.00 in donations. CM Helfrich said the difference is that department will be working to obtain their funding and planning the program. He explained there are niceties and necessities and decisions had to be made.

CM Holmstrom asked about the Museum funding. ICA Koch said he and PGM Daughtry will meet on Wednesday with the Museum employees to figure out some funding methodology that might include both the Port and the City.

Mayor Masters said there was also discussion in a Budget Committee meeting for some money to be set aside in the tourism budget for a visitor center. He said there is \$1,000.00 in Capital Reserve for that. He asked CM Lewis if he would consider an amendment to his motion to transfer \$3,000.00 from Contingency in Tourism to Capital Reserve for a total of \$4,000.00 to go toward a visitor center. CM Lewis agreed to the amendment and CM Holmstrom as the second to the motion, agreed to the amendment. CM's, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters voted in favor of the motion. CM Cramblett opposed.

**f. Approval of Resolution No. 1242 Authorizing Transfer of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2012.** FO Bump read the staff report explaining the transfers. **Motion:** CM Storm moved, seconded by CM Lorang, to approve Resolution No. 1242. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

**g. Approval of Resolution No. 1243 Authorizing the Inter-fund Loan from the General Fund Portion of the Capital Reserve Fund in the Amount of \$45,000 to the Emergency Services Fund for the Purpose of Bringing the Estimated Fund Balance Deficit to Zero.** FO Bump gave the staff report explaining the \$45,000.00 is an estimate. She said the funds can not have a negative balance.

Mrs. Pruit asked if there is a payment plan to pay this back and if there is an explanation as to why this Department is in the hole? FO Bump said the only thing she can determine is that billing wasn't sent out in time to get the receivables before the end of the fiscal year. She said this has happened the last two years. FO Bump said she has been informed by FC Wells that the billing is now current. She explained the money for the billing that is in now will most likely come in after this fiscal year budget. Mrs. Pruit questioned if the no interest loan would be paid November 2012 with property taxes and if the 2012/2013 budget reflected \$45,000.00 less income. FO Bump yes the loan is reflected in the 2012/2013 budget and the money is being taken from General Fund Capital Reserve.

**Motion:** CM Lewis moved, seconded by CM Storm, to approve Resolution No. 1243 authorizing the inter-fund loan from the General Fund portion of the Capital Reserve Fund and change the amount from \$45,000.00 to \$57,000.00 to the Emergency Services Fund for the purpose of bringing the estimated

fund balance deficit to zero. CM Lewis said he thought it was critical to begin this fiscal year with a beginning balance. He said the same payback period would apply.

CM Cramblett said this is another taking thing. He said he didn't have a lot of confidence in making another loan with this Council having no intention of repaying it. He said it seems we're just taking on another loan. He said things are managed in a way that Council doesn't know about this until budget time. FO Bump explained that the staff report stated that she had missed this the last two years and this resolution is an attempt to clean this up and not get an audit hit. She said the City is paying on all loans.

CM Helfrich said this resolution is showing fiscal accountability and a requirement for the loan to be paid back. CM Cramblett said another resolution can be written next week to not pay it. He said the last Council did the responsible thing of requiring payments on loans. He said he has no confidence in this Council.

CM Lewis said billing has been a sore spot for a long time and informed the Council that they will be receiving monthly reports showing when the calls are made and when the bills are submitted in order to track the billing and not get behind as in the past.

The motion passed with CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters voting in favor. CM Cramblett opposed the motion.

**Motion:** CM Lewis moved, seconded by CM Storm, to approve Resolution No. 1241 adopting the Municipal Corporate Budget and changing the Emergency Services Fund adding \$12,000.00 to the beginning balance and increasing the inter fund loan repayment to \$57,000.00 making appropriations, authorizing expenditures and levying taxes. The motion was passed with CM's Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters voting in favor. CM Cramblett opposed.

**h. Approve Proposed Request For Proposals for Transient Room Tax Audits and Authorize Staff to Proceed and Select Firm to Complete Audits for 2012/2013 Fiscal Year.** ICA Koch gave the staff report. **Motion:** CM Storm moved, seconded by CM Holmstrom, to approve the proposed request for proposals for the transient room tax audit and authorize staff to proceed with obtaining quotes and selecting a firm that will complete the audits during the course of the next fiscal year.

CM Cramblett said it looks like three operators are to be audited but only budgeted for two. ICA Koch explained the proposed cost and budget amounts will be reviewed and if only two could be afforded then a recommendation would come before Council to do two. He said if the proposals would allow three operators to be audited then a recommendation would come before Council to do three. CM Cramblett asked how the operators would be decided. ICA Koch said there would be a review of operators that have been audited recently, operators that have not, and operators having difficulty with collections would be the appropriate ones to audit. CM Cramblett said the City has a \$7,000,000.00 budget that gets audited and won't get a request for proposals on an auditing firm. He said the City just accepted the person that's been doing it and signed him up for another three years. He asked if there are a lot of auditors that perform these audits but not City audits. He said he didn't understand why the City would go out for a request for proposal for \$4,000.00 but not for a \$7,000,000.00 budget. ICA Koch said this is a specialty audit and the kind of service that the City's auditor does not do. He said he has reviewed what other cities are doing and found they obtain bids for this specialty.

The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters.

i. **Approve ODOT Agreement for Fuel Purchases (added).** ICA Koch said this agreement came in late last week so no staff report was prepared. He said ODOT is now requiring 20 year contracts for the purchase of fuel. He said the City has been purchasing fuel from ODOT for years without a contract and now ODOT is requiring one. **Motion:** CM Lorang moved, seconded by CM Lewis, to approve the ODOT agreement for fuel purchases.

CM Helfrich asked what the cost savings were. ICA Koch said right now the City pays \$2.50 - \$2.58 per gallon.

CM Holmstrom declared a potential conflict stating he works for ODOT but not for the fuel department. Mayor Masters asked about being obligated to purchase fuel from ODOT. ICA Koch said this did not preclude the City getting fuel from anywhere else.

The motion was passed with CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, and Storm voting in favor. Mayor Masters opposed stating he prefers to see a staff report.

**6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Ms. Keen of Portland, Oregon, said she grew up in a small tourism town in Michigan. She said she has been paying attention to what has been happening in Cascade Locks regarding the building of a Nestlé Water Bottling plant here. She urged Council to consider what Cascade Locks will look like in 10, 20, 50, and 99 years from now. She said having a 50' tower right next to the Columbia River will tell other businesses that Cascade Locks is a Nestlé Company town and that Nestlé owns this town. Ms. Keen asked who would want to set up shop on WaNaPa Street when there is a semi truck going by every eight minutes threatening the lives of every kid or grandma that crosses the street trying to get an ice cream cone. She asked who would want to stay at the KOA when there are semi trucks rumbling by all night long. She asked what fisherman would want to fish at the mouth of Herman Creek when the water would be coming out of a pipe instead of off the mountain. Ms. Keen said what sail boat company would want to set up sail boat races when they would be threatened of being run over by semi trucks. She said putting all the eggs in one economic basket is not good governance for the long term of this city. She asked what would happen if the wells dry up. She said Nestlé has said how much water they want but asked if they have signed any contract. Ms. Keen asked what the City's legal budget is if Nestlé breaks the contract. She asked if the City had enough money to handle infrastructure needs for water infiltration and wastewater needs. She asked if Cascade Locks citizens are willing to pay Tier 2 power rates because one plant gets built here. She said Nestlé hasn't offered anything in return. She said there has been no promise as to how long they will remain here, no contract, and only a small number of low pay jobs. She said there is guaranteed destruction of City roads at the tax payers' expense, a possible exclusion of other businesses that might want to come here, and a possibility of depleting the drinking water. She said adding that up for 50 years could not imagine any amount of money that would be worth all that. Ms. Keen urged Council to ask more questions of this company.

Ms. Swier said she is from Mecosta, Michigan and had been in the area for three days. She said she has been reminded of a time when Nestlé came to Mecosta in 2001. She said her town organized a small group for water conservation and she was the president of that group for 11 years. She said they engaged in a "David and Goliath" battle that lasted for over eight years. She said when Nestlé moved into Michigan to privatize the water for their own profit they also announced they would not cause any adverse resource and tax to the natural resources. Ms. Swier said it was proven in a District Court, the Court of Appeals, and in the Michigan Supreme Court that there would be harm and it would occur because of Nestlé. She asked the City Council and residents to ask hard questions of Nestlé. She said get

what *you* want and not what *Nestlé* wants. She reminded all that Nestlé is here in Cascade Locks for its own profit.

Mr. Larry Cramblett asked Council to read his sign and the other signs in the audience. He said they had taken an oath to obey the City Charter of Cascade Locks. He said at this point the Council hasn't broken it but in June had passed resolutions to raise fees, charges, or taxes. Mr. Cramblett said if the Council voted for any of these resolutions except for the ambulance charges, which we all agree should be done, have broken your oath. He said the Council should respect the wishes of the citizens of Cascade Locks and bring these resolutions to the citizens for a vote.

Mrs. Fitzpatrick said she is glad to hear the City is paying on all their bills. She said she would be interested in knowing what the balances are on the loans. She said ICA Koch brought nine cost saving measures before the Council and the one with the most interest was a part time City Administrator. She said the Charter states there will be a City Administrator. She said Council are volunteers and are not at the City to oversee things and a full time City Administrator is needed.

Mr. Munkhoff asked the Council to put the resolutions that raised the fees to the voters in November. He said that is what the Charter says to do. He said six of the Councilors are appointed, not voted, and do not represent the citizens. He said to overturn the elected amendment in the Charter is presumptuous and dishonorable. Mr. Munkhoff said neither the previous attorney nor City Administrator made any attempt to change the amendment. He said they set a precedence when the fees were rolled back that had been raised prior to the passage of the initiative. He said there is a proper way to make changes in the Charter. He asked why Council does not do this. He said in the meantime, the Charter has to be obeyed. He said in 2010 there was a review of the Charter in an attempt to make changes. He said there was no support for overturning these initiatives. Mr. Munkhoff said Council should read the Bandon and Damascus City Charter. He said there are other cities with stronger language and they are living with it. He said he didn't understand how six people here think they can change things. He said Council is out of bounds and are making enemies. He said this is going to cost the City and citizens money. Mr. Munkhoff said instead of bringing this to the voters, why wouldn't the Council put the issue on the ballot. He urged Council to explain to the citizens why they think they can go around the Charter and put this into effect in July.

Mayor Masters declared a break at 9:07 PM and returned to regular session at 9:20 PM.

Mr. Mislick said in the past the ambulance fees were higher for strangers and lower for citizens. He said now it will be the same price. He said if Council had put this to a vote the citizens could have weighed in on that. He said Council can change their actions and do a supplemental budget. Mr. Mislick said the Public Safety Task Force advised a \$5.00 increase yet Council raised this fee to \$9.00. He said group also made these recommendations under the premise that it would be going before the citizens for a vote. He said their recommendations have been bumped even higher and the citizens are not going to be allowed to vote on them. He said the Council is budgeting and spending illegal money. Mr. Mislick said the previous attorney Andy Jordan was hired due to his experience in fighting citizen based initiatives. He said his experience was that he had lost cases three times. He said Andy Jordan advised Council that these initiatives in 2010 were legitimate. Mr. Mislick said all Councilors voting for increases should be penalized.

Mrs. Darlene Sullenger agreed with Mr. Munkhoff and Mislick. She asked Council to honor their oath. She stated she has three girls at home and told them they have their integrity. She said she told them their reputation and integrity is what builds their character and makes them who they are. She asked Council if they had honor and integrity. She asked if Council had read the Charter. She said she has

asked this question repeatedly without getting an answer. Mrs. Sullenger said the Charter is clear and the voters weren't confused about what they were voting for. She said then City Administrator Bernard Seeger lobbied against it and was found unethical. She said Council has said they want community involvement and have created several committees but when it comes to making a decision then they're not as up to date as Council is. She asked Council where their integrity is. She said Council wants to dictate. She asked them to tell the people and convince them as to their reason for increasing fees. She said Council's actions don't go along with what they're saying. She said there is a way and a process to change what is in the Charter. She said we are the people and we have a right to a say. She said Council does not have a right to impose fees on the citizens. She said nobody voted for this Council and they appointed themselves.

Ms. Stuart said no one voted for this Council and didn't vote Lance Masters as Mayor. She said they couldn't trust the citizens to vote for them. She said she heard Council say they had to do this. She said the Council was going to cost the citizens a bunch of money. She said we can't trust our representatives anymore. She said all Council had to do was ask the citizens. She said the citizens will have to pay the attorney for the citizens suing them. Ms. Stuart said everyone has been hurt by this fire department thing and all Council has done is cobble it back together. She said all Council has to do is fix the basic problems and doing what the people need to have done. She asked Council to try to trust the citizens and do the right thing.

Mrs. Haight said she has helped at the school the last three months teaching a gardening class. She said the school paper had a focus on practicing responsibility, safety, and respect. She said you don't buy respect, you earn it and it is like money in the bank. She read an excerpt from the school paper. She asked Council if they thought they had brought trust to this community. She asked Council to go back and think about what they are doing. She said raising layer upon layer of fees and taxes isn't going to help any businesses. Mrs. Haight said the ambulance fees should have been increased and would have, had there been proper oversight of the last City Administrator, Mayor and Council. She said it is outrageous for the citizens that pay property taxes to pay the same ambulance rates as the people on the freeway. Mrs. Haight said many people living in town are retirees and people that have no jobs. She said Council should think again about increasing fees.

Mrs. Haight said Council questioned the grant money for the sailing opportunities for our kids. She said Council has their priorities wrong. She said we need to embrace the opportunities for our kids.

**7. Reports and Presentations.**

**a. Review Sosnkowski Contract (removed).**

**b. ICA Koch Report (handout).** ICA Koch gave his report informing Council on the communication tower and FEMA Grants, a possible opportunity with Gorge Networks, Inc. regarding cable television and broadband, Downtown Revitalization, and the Sheriff's contract. ICA Koch said Council has a letter before them written by Mayor Masters and CM Helfrich to explain Council action regarding fees and asked for direction for the letter to be sent to customers with their utility bills. CM Storm read the letter. Mayor Masters asked if there was consensus of Council to send the letter with the utility bills. CM Cramblett said he would not as there are inaccurate statements. CM Lewis said he didn't know why there is reference to the sewer and water departments. Mayor Masters said you have to look at all the services. He said there has been a report that several departments are scheduled to be upside down within a couple of years. He said this is recognition that you can't continue with old rates. There was consensus to send the letter with the utility bills.

8. **Mayor and City Council Comments.** CM Helfrich thanked citizens for expressing their opinions. He asked staff to bring Ordinance No. 416 to Council to take legislative action to create a new fee. He said that fee can be brought to the voters. He said this action will allow the voters to decide and repeal the suppression fee that is attached to the water meters. CM Helfrich asked for consensus on bringing Ordinance No. 416 to Council to approve legislatively, and then go to the voters to vote on Ordinance No. 416. CM Lewis said he thought there was going to be a ballot measure. Mayor Masters said these are two separate issues. There was consensus of Council.

CM Lewis said the Council receives reports from the Sheriff's Department and thought it would be good to summarize those for the public. He said it is important to explain some of the benefits received by contracting with the County for police services. He said he would like the report to be posted to the website.

CM Cramblett said he appreciated the work of ICA Koch and Devon Wells regarding the communication tower and FEMA Grants. He said the word on the street is that the fire station would not have cost as much if the citizens hadn't caused delays. He said he thinks it is due to bad administration, an irresponsible Council, and an inexperienced person with no experience in dealing with a fire hall. He said there were problems with the FEMA Grant due to the Council and administration not caring about what was going on. He said there was no control over the person in charge of putting this together when he had never done it before. CM Cramblett said his complaint is Council just keeps throwing money at things due to lack of good management. He said everything he has talked about for five years is leading right to where the Council is right now. He said this communication tower is another example of this whole thing.

Mayor Masters stated he talked with the ladies during the break that spoke about Nestlé and gave them his contact information. He spoke to some of the comments that were made. CM Holmstrom suggested forwarding questions to MCEDD for their investigation of communities that have dealt with Nestlé.

Mayor Masters addressed some of the comments made during the meeting.

9. **Other matters.** None.

10. **Executive Session.** None.

11. **Adjournment. Motion:** CM Lorang moved, seconded by CM Helfrich, to adjourn the meeting. The motion was passed unanimously by CM's Cramblett, Holmstrom, Helfrich, Lewis, Lorang, Storm, and Mayor Masters. The meeting was adjourned at 10:24 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Lance Masters, 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:
6/21/2012	Special AP Report	\$ 13,495.91
6/29/2012	End of Month AP	\$ 64,301.74
6/29/2012	Gross Payroll	\$ 32,589.11

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GRAND TOTAL \$ 110,386.76

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APPROVAL:

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Mayor

Report Criteria:  
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2551	06/12	06/29/2012	200	872423337X	AT&T MOBILITY	Fire Cell	0540562050	25.35
Total 2551:								
2552	06/12	06/29/2012	310	441-1041	Belo Management Services Inc.	Programming	4140562740	81.55
Total 2552:								
2553	06/12	06/29/2012	330	1038877	BENNETT PAPER & SUPPLY CO	Sanitary Supplies	0140462540	182.68
2553	06/12	06/29/2012	330	1040560	BENNETT PAPER & SUPPLY CO	Sanitary Supplies	0140462540	209.83
Total 2553:								
2554	06/12	06/29/2012	790	313230273 6	CENTURYLINK	Fire Department Phones	0540562050	115.62
2554	06/12	06/29/2012	790	313401451 6	CENTURYLINK	Treatment Plant	3140562050	112.33
2554	06/12	06/29/2012	790	313470082 6	CENTURYLINK	City Hall Phones	0140162050	127.89
2554	06/12	06/29/2012	790	313470082 6	CENTURYLINK	City Hall Phones	2142162050	170.71
2554	06/12	06/29/2012	790	313470082 6	CENTURYLINK	City Hall Phones	3142162050	82.22
2554	06/12	06/29/2012	790	313470082 6	CENTURYLINK	City Hall Phones	4142162050	63.37
2554	06/12	06/29/2012	790	313470082 6	CENTURYLINK	City Hall Phones	5142162050	126.75
2554	06/12	06/29/2012	790	313785538 6	CENTURYLINK	Sewer	2140562050	223.37
2554	06/12	06/29/2012	790	313891134 6	CENTURYLINK	Emergency After Hours	5140562050	35.59
2554	06/12	06/29/2012	790	313891134 6	CENTURYLINK	Emergency After Hours	5140662050	23.73
2554	06/12	06/29/2012	790	314228414 6	CENTURYLINK	Lift Station	3140562050	34.95
Total 2554:								
2555	06/12	06/29/2012	800	320153997 6	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	8.10
Total 2555:								
2556	06/12	06/29/2012	930	10096108	CITY OF PORTLAND, OREGON	Telecomm Service	0540562050	37.51
Total 2556:								
2557	06/12	06/29/2012	1000	A12024	Coburn Electric	Flow Control Valve	2140562110	693.52
2557	06/12	06/29/2012	1000	A12043	Coburn Electric	Replace Alarm Dialer Pump House	2140562110	1,984.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2557	06/12	06/29/2012	1000	A12052	Coburn Electric	WWTP Alarm work	3140562110	2,226.00
Total 2557:								
2558	06/12	06/29/2012	1090	062612	COLUMBIA GORGE RACING ASSOCIA	2012 CGRA Grant	0840562170	2,093.81
2558	06/12	06/29/2012	1090	062912	COLUMBIA GORGE RACING ASSOCIA	2012 CGRA Grant	0840562170	2,490.24
Total 2558:								
2559	06/12	06/29/2012	1530	8255-9217 6/	DISH NETWORK	Programming	4140562740	400.00
Total 2559:								
2560	06/12	06/29/2012	1660	1470530	EMERGENCY MEDICAL PRODUCTS, I	Ambulance Supplies	0540562351	371.93
Total 2560:								
2561	06/12	06/29/2012	1930	1065-1015	FISHER COMMUNICATIONS INC	Programming	4140562740	371.93
Total 2561:								
2562	06/12	06/29/2012	2020	1161372	GENERAL PACIFIC INC.	Insulators, Connector	5140562900	363.05
2562	06/12	06/29/2012	2020	1162434	GENERAL PACIFIC INC.	Elbows, couplers	5140563921	1,017.20
Total 2562:								
2563	06/12	06/29/2012	4910	200124309D	Investment Systems Inc.	Refund Deposit	5121130	1,380.25
Total 2563:								
2564	06/12	06/29/2012	6778	8240	J. Gately, Inc.	Chlorine	2140562650	227.86
Total 2564:								
2565	06/12	06/29/2012	2920	3140	Kinetic Media, Inc.	Quarterly Web Hosting	0140562071	78.00
Total 2565:								
2566	06/12	06/29/2012	2970	062912	Koch Consulting, INC.	Interim CA Services	0140162093	60.00
2566	06/12	06/29/2012	2970	062912	Koch Consulting, INC.	Interim CA Services	0140262093	404.75
Total 2566:								

Check Number	GL Period	Vendor Number	Check Issue Date	Invoice No.	Payee	Description	GL Account	Amount
2566	06/12	2970	06/29/2012	062912	Koch Consulting, INC.	Interim CA Services	0340562093	125.00
2566	06/12	2970	06/29/2012	062912	Koch Consulting, INC.	Interim CA Services	0542162093	117.50
2566	06/12	2970	06/29/2012	062912	Koch Consulting, INC.	Interim CA Services	2142162093	299.00
2566	06/12	2970	06/29/2012	062912	Koch Consulting, INC.	Interim CA Services	3142162093	299.75
2566	06/12	2970	06/29/2012	062912	Koch Consulting, INC.	Interim CA Services	4142162093	207.00
2566	06/12	2970	06/29/2012	062912	Koch Consulting, INC.	Interim CA Services	5142162093	922.00
Total 2566:								
2567	06/12	3160	06/29/2012	062812	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0840562055	18.95
2567	06/12	3160	06/29/2012	062812TH	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5140562201	11.96
Total 2567:								
2568	06/12	3390	06/29/2012	P180423	METRO NEW HOLLAND, INC.	Pulley, Bearing	0140462521	75.72
2568	06/12	3390	06/29/2012	P180456	METRO NEW HOLLAND, INC.	Spacer	0140462520	16.66
Total 2568:								
2569	06/12	3490	06/29/2012	1213	MID-COLUMBIA ECONOMIC	City's Share of EDWG of HR	0140162110	12.28
2569	06/12	3490	06/29/2012	1213	MID-COLUMBIA ECONOMIC	City's Share of EDWG of HR	0642162110	.72
2569	06/12	3490	06/29/2012	1213	MID-COLUMBIA ECONOMIC	City's Share of EDWG of HR	2142162110	2.88
2569	06/12	3490	06/29/2012	1213	MID-COLUMBIA ECONOMIC	City's Share of EDWG of HR	3142162110	3.37
2569	06/12	3490	06/29/2012	1213	MID-COLUMBIA ECONOMIC	City's Share of EDWG of HR	4142162110	.39
2569	06/12	3490	06/29/2012	1213	MID-COLUMBIA ECONOMIC	City's Share of EDWG of HR	5142162110	25.36
Total 2569:								
2570	06/12	3590	06/29/2012	062512	MR. B'S SMALL ENGINE REPAIR	Oil	5140562770	45.00
Total 2570:								
2571	06/12	6769	06/29/2012	06-29-612	PARC Resources, LLC	Planning Services	0140262090	767.25
2571	06/12	6769	06/29/2012	06-29-612	PARC Resources, LLC	Planning Services	0740562115	445.50
Total 2571:								
2572	06/12	4640	06/29/2012	8-9-833-4223	PITNEY BOWES INC	Postage	0140162065	59.95
2572	06/12	4640	06/29/2012	8-9-833-4223	PITNEY BOWES INC	Postage	0140262065	19.13
2572	06/12	4640	06/29/2012	8-9-833-4223	PITNEY BOWES INC	Postage	0542162055	6.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2572	06/12	06/29/2012	4640	8-9-833-4223	PITNEY BOWES INC	Postage	2142162055	38.28
2572	06/12	06/29/2012	4640	8-9-833-4223	PITNEY BOWES INC	Postage	3142162055	32.03
2572	06/12	06/29/2012	4640	8-9-833-4223	PITNEY BOWES INC	Postage	4142162055	4.85
2572	06/12	06/29/2012	4640	8-9-833-4223	PITNEY BOWES INC	Postage	5142162055	89.26
Total 2572:								250.00
2573	06/12	06/29/2012	4650	1853705	PLATT ELECTRIC SUPPLY	Conduit	5140562900	60.63
Total 2573:								60.63
2574	06/12	06/29/2012	4670	5188175	PORT OF CASCADE LOCKS	Bridge Tickets - PW	3140562020	30.00
2574	06/12	06/29/2012	4670	FIREWORKS	PORT OF CASCADE LOCKS	Fireworks Contribution	0840562171	5,000.00
Total 2574:								5,030.00
2575	06/12	06/29/2012	4960	15036113	Ricoh USA, Inc.	Rental	0140162120	52.62
2575	06/12	06/29/2012	4960	15036113	Ricoh USA, Inc.	Rental	0540562120	31.33
2575	06/12	06/29/2012	4960	15036113	Ricoh USA, Inc.	Rental	2142162120	31.33
2575	06/12	06/29/2012	4960	15036113	Ricoh USA, Inc.	Rental	3142162120	25.05
2575	06/12	06/29/2012	4960	15036113	Ricoh USA, Inc.	Rental	4142162121	27.56
2575	06/12	06/29/2012	4960	15036113	Ricoh USA, Inc.	Rental	5142162121	68.91
Total 2575:								236.80
2576	06/12	06/29/2012	5500	854798819 6	SPRINT	Fire Cell	0540562050	89.29
Total 2576:								89.29
2577	06/12	06/29/2012	4910	20010610DE	Steve Thoren	Refund Deposit	2121130	15.00
2577	06/12	06/29/2012	4910	20010610DE	Steve Thoren	Refund Deposit	5121130	285.90
Total 2577:								300.90
2578	06/12	06/29/2012	6070	815507	TWGW, INC NAPA AUTO PARTS	Gear Oil	5140662200	37.34
2578	06/12	06/29/2012	6070	815630	TWGW, INC NAPA AUTO PARTS	Gas Cap	5140562201	11.68
2578	06/12	06/29/2012	6070	816019	TWGW, INC NAPA AUTO PARTS	Filters, Oil	0140462520	57.01
2578	06/12	06/29/2012	6070	816083	TWGW, INC NAPA AUTO PARTS	Air Filter	0140462520	6.20
2578	06/12	06/29/2012	6070	816267	TWGW, INC NAPA AUTO PARTS	Gear Oil	5140562200	29.94
2578	06/12	06/29/2012	6070	816873	TWGW, INC NAPA AUTO PARTS	Oil Filter, blade	5140562201	28.94

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2578	06/12	06/29/2012	6070	817107	TWGW, INC NAPA AUTO PARTS	Funnel	5140562201	4.35
2578	06/12	06/29/2012	6070	817395	TWGW, INC NAPA AUTO PARTS	Swivel, Hose	0340562560	65.48
Total 2578: 240.94								
2579	06/12	06/29/2012	6110	6/2012 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	2.52
2579	06/12	06/29/2012	6110	6/2012 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	25.23
2579	06/12	06/29/2012	6110	6/2012 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	40.36
2579	06/12	06/29/2012	6110	6/2012 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	15.14
2579	06/12	06/29/2012	6110	6/2012 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	169.03
Total 2579: 252.28								
2580	06/12	06/29/2012	4910	400267010D	Virginia Taibot	Refund Deposit	5121130	62.92
Total 2580: 62.92								
2581	06/12	06/29/2012	6350	0210287-IN	WAGNER-SMITH EQUIPMENT	hardhat	5140562210	47.61
Total 2581: 47.61								
6291201	06/12	06/29/2012	6080	1-536-0206-1	U S BANK	Bank Fees	0140162110	54.97 M
6291201	06/12	06/29/2012	6080	1-536-0206-1	U S BANK	Bank Fees	0542162110	3.24 M
6291201	06/12	06/29/2012	6080	1-536-0206-1	U S BANK	Bank Fees	2142162110	12.91 M
6291201	06/12	06/29/2012	6080	1-536-0206-1	U S BANK	Bank Fees	3142162110	15.09 M
6291201	06/12	06/29/2012	6080	1-536-0206-1	U S BANK	Bank Fees	4142162110	1.73 M
6291201	06/12	06/29/2012	6080	1-536-0206-1	U S BANK	Bank Fees	5142162110	113.47 M
Total 6291201: 201.41								
6291202	06/12	06/29/2012	440	MAY12-PWR	BPA	Power Bill	5140562820	21,756.00 M
6291202	06/12	06/29/2012	440	MAY12-PWR	BPA	Power Bill	5140662820	4,440.00 M
Total 6291202: 26,196.00								
6291203	06/12	06/29/2012	440	MAY12-TRN	BPA	Transmission Bill	5140562821	7,751.00 M
6291203	06/12	06/29/2012	440	MAY12-TRN	BPA	Transmission Bill	5140662821	1,662.00 M
Total 6291203: 9,333.00								

City of Cascade Locks

Check Register - By Check No.

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Jul 02, 2012 04:50PM

Check Issue Dates: 6/29/2012 - 6/29/2012

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6291204	06/12	06/29/2012	3650	12050436	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,242.71 M
Total 6291204:								4,242.71
Grand Totals:								64,301.74

Report Criteria:  
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2529	06/12	06/21/2012	540	060712	C.L. HISTORICAL MUSEUM	Reimburse for Donations	1640562870	355.42
Total 2529:								
2530	06/12	06/21/2012	610	571097	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	215.00
Total 2530:								
2531	06/12	06/21/2012	650	052212	CASCADE LOCKS CHEVRON (DBA)	2 Cycle Oil	0340562530	11.10
Total 2531:								
2532	06/12	06/21/2012	4910	211922110D	Derrick & Ashleyanne Harbaugh	Refund Deposit	5121130	172.09
Total 2532:								
2533	06/12	06/21/2012	2420	6152	HOOD RIVER CO. - FINANCE	May Deputy Service	0141962250	7,021.50
Total 2533:								
2534	06/12	06/21/2012	2870	061512CR	KARI GOBEN	Reimburse for Mileage	0140162020	9.30
2534	06/12	06/21/2012	2870	061512CR	KARI GOBEN	Reimburse for Mileage	2142162020	2.73
2534	06/12	06/21/2012	2870	061512CR	KARI GOBEN	Reimburse for Mileage	3142162020	1.93
2534	06/12	06/21/2012	2870	061512CR	KARI GOBEN	Reimburse for Mileage	4142162020	.27
2534	06/12	06/21/2012	2870	061512CR	KARI GOBEN	Reimburse for Mileage	5142162020	7.97
Total 2534:								
2535	06/12	06/21/2012	3160	061912	MARIANNE BUMP/PETTY CASH	Tourism Postage	0840562055	22.20
Total 2535:								
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	0140162020	3.69
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	0140462530	1,081.49
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	0340562530	192.98
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	0540562420	121.43
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	2140562530	231.59

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	2142162020	1.09
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	3142162020	.77
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	4142162020	.11
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	5140562200	1,268.35
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	5140662200	738.12
2536	06/12	06/21/2012	4020	ME108816	ODOT-FUEL SALES	Fuel	5142162020	3.17
Total 2536:								
2537	06/12	06/21/2012	4350	301961300R	OREGON STATE PARKS	Refund Overpayment on Closed Account	9911033	21.30
Total 2537:								
2538	06/12	06/21/2012	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	0140162120	32.76
2538	06/12	06/21/2012	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	0640562120	19.50
2538	06/12	06/21/2012	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	2142162120	19.50
2538	06/12	06/21/2012	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	3142162120	15.60
2538	06/12	06/21/2012	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	4142162121	17.16
2538	06/12	06/21/2012	4620	9963274-JN1	PITNEY BOWES - RENTAL	Rental	5142162121	42.90
Total 2538:								
2539	06/12	06/21/2012	4910	200106101D	Refund Customer Deposits	Refund Deposit	2121130	15.00
2539	06/12	06/21/2012	4910	200106101D	Refund Customer Deposits	Refund Deposit	5121130	285.90
Total 2539:								
2540	06/12	06/21/2012	4910	601368401D	Rocky Lynn Brecheisen	Refund Deposit	5121130	115.23
Total 2540:								
2541	06/12	06/21/2012	4910	301877824D	Samantha Stewart	Refund Deposit	5121130	125.60
Total 2541:								
2542	06/12	06/21/2012	5510	8022154153	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	103.17
2542	06/12	06/21/2012	5510	8022154153	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	13.03
2542	06/12	06/21/2012	5510	8022154153	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	37.65
2542	06/12	06/21/2012	5510	8022154153	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	33.67
2542	06/12	06/21/2012	5510	8022154153	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	11.22

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2542	06/12	06/21/2012	5510	8022154153	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	163.27
Total 2542:								362.01
2543	06/12	06/21/2012	6730	520121980	ZCORUM INC.	Internet	4140662730	936.50
Total 2543:								936.50
Grand Totals:								13,495.91

## STAFF REPORT

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**Date Prepared:** 7/5/12

**For City Council Meeting on: 7/9/12**

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Marianne Bump, Finance Officer

**APPROVED BY:** Paul Koch, Interim City Administrator

**SUBJECT:** Approve the renewal of Property and Liability Insurance and Workers Compensation Insurance for fiscal year ending June 30, 2013.

**SYNOPSIS:** Each year the City is required to renew Property and Liability Insurance and Workers Compensation Insurance. As council is aware staff spending authority is \$2,500 that is why this is coming before you tonight for approval. CIS continues to provide excellent service and staff recommends we renew our insurance policy with this provider.

**CITY COUNCIL OPTIONS:**

1. Approve Insurance Renewal with CIS.
2. Establish other direction for staff to proceed
3. Take no action

**RECOMMENDATION:** The City Council, by motion, approve Property, Liability, and Workers Compensation Insurance renewal.

**Legal Review and Opinion:** N/A

**Financial review and status:** In the budget for FY 2012-2013 staff has budgeted for these expenses throughout the funds in the line item marked Insurance.

**BACKGROUND INFORMATION:**

1. Property and Liability Insurance Renewal Proposal and renewal summary is attached.



# Property and Liability Insurance Renewal Proposal

July 2012

*"The Heart of the Columbia River Gorge"*



Steve Uerlings, CIC, ARM, CRM  
President

Michael G. Hoyt, CIC  
Senior Account Manager

**BARKER UERLINGS**  
INSURANCE

340 NW Fifth Street  
541-757-1321  
800-284-1321

June 28, 2012

June 28, 2012



City of Cascade Locks

Paul Koch, Interim City Administrator  
Marianne Bump, Finance Officer/Recorder

Re: 2012 Insurance Renewal

As Agent of Record for the City of Cascade Locks, we recommend the following program for the Property & Liability, and Workers' Compensation Insurance coverages that renew effective July 1, 2012:

1. Commercial Property, including Equipment Breakdown coverage written with **City County Insurance Services (CIS)** for an annual premium of **\$24,274**. This is an increase over last year's premium of \$18,167 due to a significant increase in the building and contents values resulting from the recent CIS property appraisal.
2. Public Entity Liability, Automobile Liability and Automobile Physical Damage coverages at a \$5,000,000 occurrence limit and a \$15,000,000 aggregate limit with **City County Insurance Services** for an annual premium of **\$21,118**. This is slight decrease from last year's premium of \$21,458.
3. The Public Official Bond for Marianne Bump written with **Travelers** with a limit of \$100,000 at an annual premium of **\$350**. There is currently no Public Official Bond in place for Interim City Administrator Paul Koch.
4. The City of Cascade Locks added an Accident & Sickness policy for the Fire and Emergency Medical staff in 2006. A new three-year policy written with **VFIS** renews effective 7/1/12 with annual installments of **\$1,419**.

5. The annual estimated contribution for your Workers' Compensation coverage as offered by **City County Insurance Services** is **\$30,235**, which includes your experience rating modification (ERM) factor of 1.47, a transition adjustment and distribution and multi-line credits, and the applicable State assessments. This is a decrease in the estimated annual premium compared to last year's \$33,122.

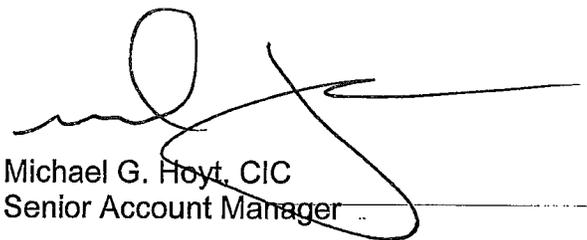
Please note that the annual premiums referenced above do not include the applicable multi-line credits as offered by CIS or the total distribution credit in the amount of \$9,320. The discounted annual premiums are shown on the attached Renewal Summary and Workers' Compensation Analysis spreadsheets. The annual premiums after discounting for your property, liability and auto coverages with **City County Insurance Services** will be **\$37,134**, an increase of \$5,234 or 14.1% compared to the 2011/2012 policy term. However, the total property values increased by over \$6.6 million due to the recent CIS property appraisal, which is the primary reason for the premium increase. The estimated annual workers' compensation premium will be \$2,887 less than last year due mostly to lower projected payrolls.

Please review the attached Insurance Renewal Summary and Workers' Compensation Analysis, and let me know if you have any questions. You should be receiving the actual invoices directly from CIS soon. I'm looking forward to a trip to Cascade Locks in the near future to deliver your policy notebook and discuss any issues you might have related to the insurance renewal.

Sincerely,



Steve Uerlings, CIC, ARM, CRM  
President



Michael G. Hoyt, CIC  
Senior Account Manager

**City of Cascade Locks  
2012 / 2013 Renewal Summary**

as of 6/28/2012

COVERAGE	2011 - 2012		2012 - 2013				
	Limits	Premiums	Limits	Premiums			
<b>Property &amp; Inland Marine</b>	Buildings / Premium	\$12,958,545	\$18,167	\$19,321,248	\$24,274	(1)	
	Contents	\$853,206		\$1,090,934			
	Mobile Equipment	\$728,778		\$734,178			
	Deductible	\$1,000		\$1,000			
<b>Earthquake</b>	Limit	\$5,000,000	Included	\$5,000,000	Included		
	Deductible*	See Policy		See Policy			
<b>Excess Earthquake</b>	Limit	\$5,000,000	\$2,500	\$5,000,000	\$2,500		
	Deductible*	See Policy		See Policy			
<b>Water Damage (Flood)</b>	Limit	\$5,000,000	Included	\$5,000,000	Included		
	Deductible*	See Policy		See Policy			
<b>General Liability</b>	Limit / Per Occurrence	\$5,000,000	\$9,984	\$5,000,000	\$10,118		
	Aggregate	\$15,000,000		\$15,000,000			
	Deductibles	None		None			
<b>Automobile Liability</b>	Limit / Per Occurrence	\$5,000,000	\$4,570	\$5,000,000	\$4,164		
	Aggregate	n/a		n/a			
<b>Automobile Physical Damage</b>	Deductibles	\$100/\$500	\$6,904	\$100/\$500	\$6,836		
	Number of Units	20		20			
<b>Equipment Breakdown</b>	Limit	Per SOV	Included	Per SOV	Included		
	Deductible	\$1,000		\$1,000			
<b>Total Premiums</b>			\$42,125		\$47,892		
<b>Multi-Line/Dividend Credit</b>			(\$2,972)		(\$3,404)		
<b>Distribution Credit</b>			(\$7,253)		(\$7,253)		
<b>Bonus Program Credit</b>			N/A		(\$101)		
<b>Net CIS Premium</b>			\$31,900		\$37,134	% Change 14.1%	
<b>Public Official Bonds -- St. Paul Travelers</b>							
	Marianne Bump	Limit	\$100,000	\$350	\$100,000	\$350	
	Richard Carson/Paul Koch	Limit	\$100,000	\$350	\$100,000	\$0	(2)
<b>Accident/Sickness Policy -- VFIS</b>			\$1,565		\$1,419	(3)	
<b>TOTAL PREMIUMS</b>			\$34,165		\$38,903		
				\$ Change	\$4,738		
				% Change	12.18%		

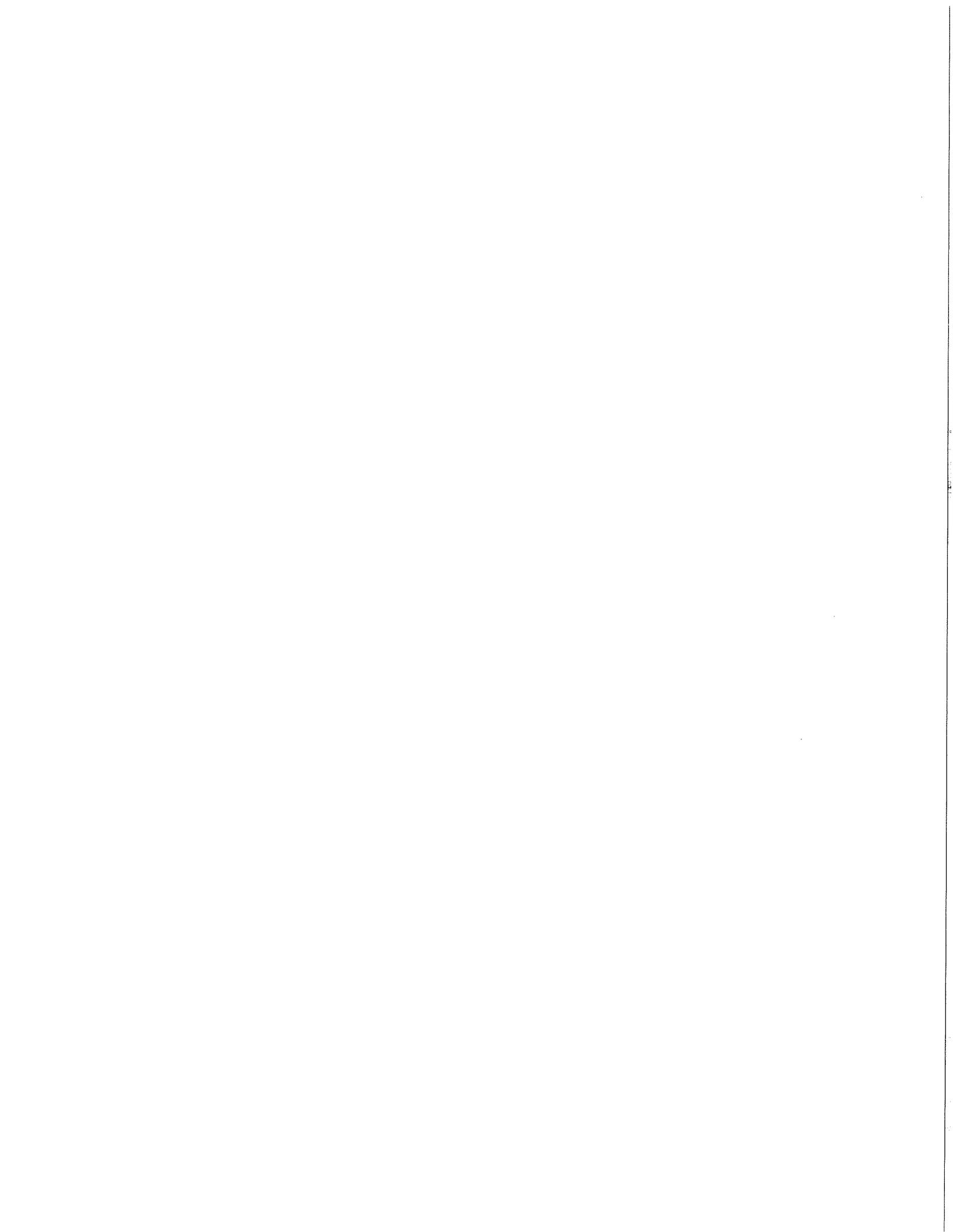
**Footnotes:**

- (1) Building and contents values increased as a result of the 2012 CIS property appraisal.
- (2) There is currently no Public Official Bond in place for Interim City Administrator Paul Koch.
- (3) Premium shown is the first annual installment for a three-year policy effective 7/1/2012.

**CITY OF CASCADE LOCKS  
WORKERS' COMPENSATION ANALYSIS  
FOR THE PERIOD 7/1/2012 - 7/1/2013**

as of 6/28/2012

CODE	DESCRIPTION	2011-2012			2012-2013		
		ESTIMATED PAYROLL	CIS RATES	CIS PREMIUM	ESTIMATED PAYROLL	CIS RATES	CIS PREMIUM
5506	Street / Road Maintenance	\$31,942	9.19	\$2,935	\$30,646	9.22	\$2,826
7520	Water	\$44,900	4.75	\$2,133	\$36,369	4.78	\$1,738
7539	Municipal Power Company	\$354,600	3.56	\$12,624	\$351,750	3.33	\$11,713
7580	Sewer	\$26,140	4.10	\$1,072	\$7,977	4.14	\$330
7710	Fire/Ambulance Drivers	\$71,000	4.21	\$2,989	\$30,000	4.18	\$1,254
7610	Radio / TV Broadcasting, Clerical 7 Drivers	\$17,000	0.48	\$82	\$11,566	0.50	\$58
8411	Public Safety Volunteers	\$117,500	1.38	\$1,622	\$40,000	1.76	\$704
8411F	Volunteer Fire Fighters	\$97,500	1.38	\$1,346	\$25,600	1.76	\$451
8411FC	Fire Chief/Assistant Fire Chief	\$17,500	1.38	\$242	\$0	0.00	\$0
8742V	Volunteer Boards/Commissions Public Officials	\$17,500	0.35	\$61	\$17,500	0.37	\$65
8810	Clerical	\$284,400	0.28	\$796	\$284,400	0.29	\$825
8868	Museum Attendants	\$10,000	0.50	\$50	\$0	0.00	\$0
9015	Building Maintenance & Lifeguards	\$33,570	3.71	\$1,245	\$51,120	4.21	\$2,152
9102	Parks Maintenance	\$0	0.00	\$0	\$0	0.00	\$0
9220	Cemetery	\$3,000	5.45	\$164	\$1,667	6.10	\$102
9410	Municipal/County Employees NOC	\$0	0.00	\$0	\$0	0.00	\$0
<b>ESTIMATED MANUAL CONTRIBUTION</b>		\$1,126,552		\$27,359	\$888,595		\$22,217
Increased Limits Factor			1.03	1.47			Included
Experience Rating Modification Factor			1.40	\$39,452			\$32,659
<b>ESTIMATED STANDARD CONTRIBUTION</b>				0.90			Included
Transition Adjustment				\$35,507			\$32,659
Estimated Adjusted Contribution				\$2,343			\$2,090
State of Oregon Premium Assessment				-\$2,663			-\$2,449
Multi Line Credit				-\$2,065			-\$2,065
Distribution Credit				\$33,122			\$30,235
<b>ESTIMATED ANNUAL CONTRIBUTION</b>							



## STAFF REPORT

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**Date Prepared:** 7/5/12

**For City Council Meeting on:** July 9, 2012

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Kathy Woosley

**APPROVED BY:** Paul Koch, Interim City Administrator

**SUBJECT:** Hire a part time Deputy Recorder/Administrative Aide.

**SYNOPSIS:** City Council on May 14, 2012, authorized hiring a part time Deputy Recorder/Administrative Aide. Based on that authorization, staff has advertised, screened and interviewed qualified candidates for the position. This will fill a position, on a part time basis, that has been vacant for approximately one year.

**CITY COUNCIL OPTIONS:**

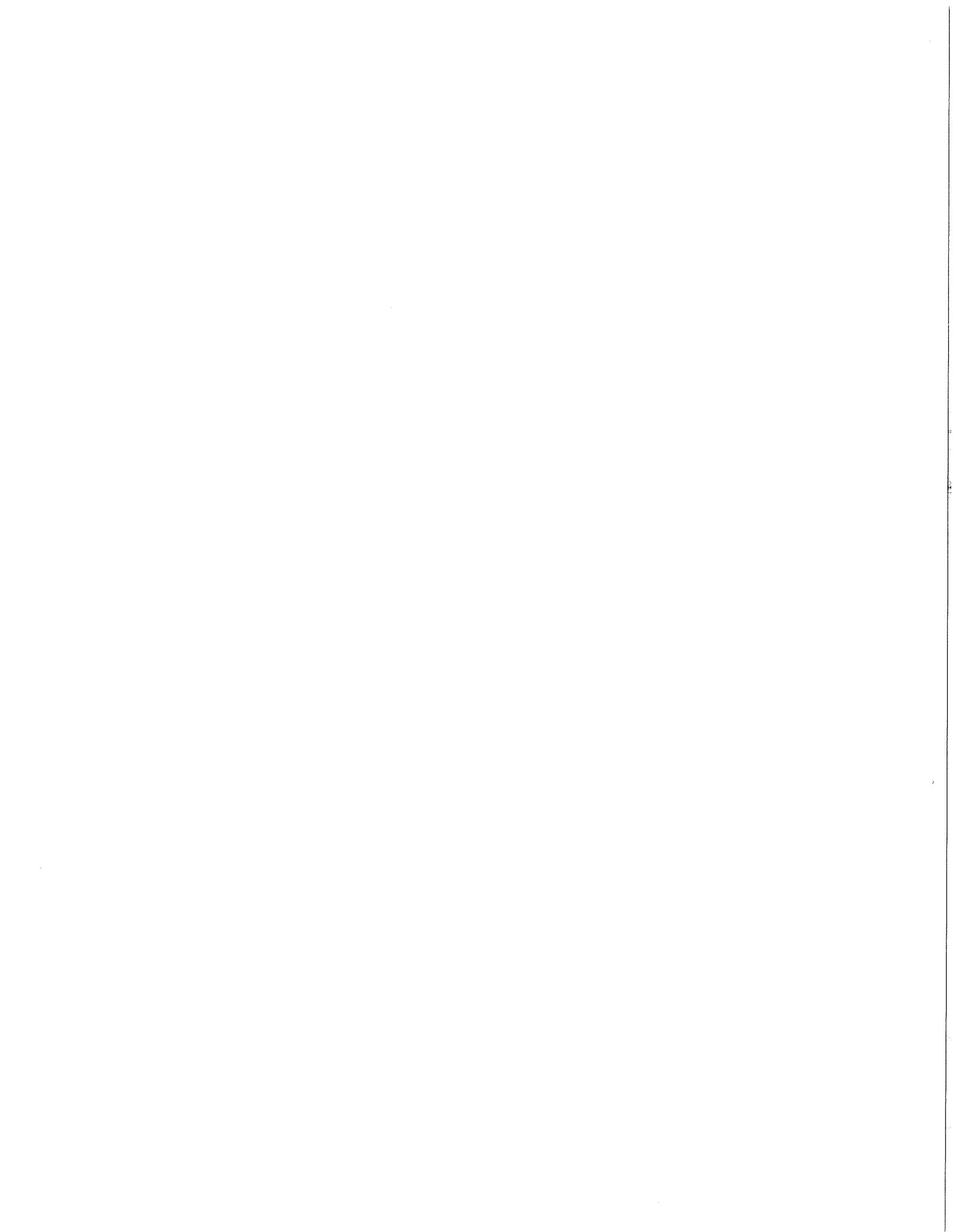
1. Approve the hiring for this part time position.
2. Do not approve the hiring for this position.
3. Take other action desired by City Council.

**RECOMMENDATION:** That City Council, by motion, approve the hiring to fill the position of Deputy Recorder/Administrative Aide part time.

**Sample working of motion:** I move that Amanda Brooks be hired by the City as the part time Deputy Recorder/Administrative Aide.

**Legal Review and Opinion:** N/A

**Financial review and status:** This position has been budgeted for part time with no benefits.



**STAFF REPORT**

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**Date Prepared:** June 28, 2012

**For City Council Meeting on: July 9, 2012**

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator

*PK*

**APPROVED BY:** N/A

**SUBJECT:** Approving a contract for services from the Hood River County Sheriff

**SYNOPSIS:** Annually the City of Cascade Locks enters into a contract for law enforcement services with the Sheriff of Hood river County. The contract is for at least 24 hours of service per week and is over and above normal and regular services provided through the property taxes paid by local citizens. The contract is for \$87,133 to be paid out at \$7,261 monthly.

The Sheriff will provide a monthly report to the City and is available for special assignments such as meeting attendance or to assist with events.

This contract comes to City Council at this time for approval.

**CITY COUNCIL OPTIONS:** The City Council has the following options on this matter.

- A. Take no action on this matter at this time.
- B. Schedule a meeting with the Sheriff and negotiate changes.
- C. Take other action as desired by City Council.

**RECOMMENDATION:** That the City Council, by motion, approve the contract with the Hood River Sheriff for law enforcements services in the amount of \$87,133 and authorize the mayor to sign the contract.

**Legal Review and Opinion:** None at this time.

**Financial review and status:** \$87,133 is in the approved City Budget.

**BACKGROUND INFORMATION:**

- 1. A copy of the proposed contract is attached for City Council information.
- 2. A copy of the May 2012 monthly report is attached for City Council information.



**CITY OF CASCADE LOCKS AND HOOD RIVER COUNTY  
LAW ENFORCEMENT SERVICES AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between Hood River County Oregon, a home-rule county, and the Sheriff of Hood River County, hereinafter called "County", and the City of Cascade Locks, Oregon hereinafter called "City".

**WITNESSETH**

WHEREAS, the City is desirous of contracting with the County for the performance of law enforcement functions within its boundaries by the County, through the Sheriff, thereof; and,

WHEREAS, the County is agreeable, with approval of the Sheriff, to render such services on the terms and conditions hereinafter set forth; and,

WHEREAS, such contract are authorized by ORS 190.010.

NOW, THEREFORE, in consideration of mutual promises and covenants herein contained, it is agreed as follows:

1. Hood River County, Oregon and the Sheriff of Hood River County, hereby agree to provide law enforcement services to the City as provided for herein.
2. (a) The manner of performance of such service is within the discretion of the Sheriff of Hood River County, Oregon.  
  
(b) This contract provides for a Sheriff Deputy to spend at least 24 hours per week performing law enforcement patrols within the City, excluding I-84 (not within the City limits of Cascade Locks). The parties acknowledge that the deputy may, from time to time, be required to perform duties, receive training, and attend meetings outside the City. Such activity will be kept to a minimum level practical.  
  
(c) Additional time or coverage requested by the City in excess of the minimum hours outlined in paragraph 2(b) above are subject to an additional rate to be negotiated between the parties.
3. The rendition of such services, the standards of performance, the discipline of officers, and matter incident to the performance of such services and the control of personnel so employed, shall be the responsibility of the Sheriff.
4. For the purpose of performing said functions, the County, through the Sheriff, shall furnish and supply all necessary labor, supervision, equipment (including a minimum of one equipped patrol vehicle), communication facilities, and supplies necessary to maintain the level of services to be rendered hereunder, except as specified in Paragraph 6.

5. The contract shall continue indefinitely on an annual basis, and it may be terminated at any time by the City or by the County, acting through the Sheriff or County Board of Commissioners, by giving the other party sixty (60) days written notice.
6. The City, in this year of the agreement (Fiscal Year 2012-2013), agrees to pay the County for this service in the amount of \$87,133 at the rate of \$7261.00 per month. Payments by the City to the County may increase in subsequent years to reflect contract costs as determined by the Sheriff Department. The County will notify the City in writing, on or before April 1<sup>st</sup> of each year, of the amount of increase for the next fiscal year. No adjustment to the previously agreed upon contract amount shall be made if the City is not notified by the County in writing on or before April 1<sup>st</sup>. All parties to this agreement understand and agree that continued operation of this contract, and the terms thereof, are dependent upon the availability, on a year-to-year basis, of sufficient funds to finance this agreement, and it is further understood that such funds are within the power and control of the budget committees and governing bodies.
7. Information to be provided to the City. The County will provide the following service and report in the time frames herein specified:
  - (a) Request of Assignment. Subject to paragraphs 2(b) and (c), the City may occasionally request the assignment of a Deputy for a specific time/event, in excess of the maximum hour outlined in paragraph 2(b) and so long as sufficient personnel is available.
  - (b) Monthly Report. A written monthly activity report will be provided to the Office of the City Administrator that includes the number of hours of service provided within and to the City in the past month.
  - (c) Invoicing and Accounting. Hood River County Sheriff's Office will provide to the City the above report fifteen (15) days after the last day of each month along with an invoice for said previous month. The City in turn will pay the invoice to the County no later than fifteen (15) days after receipt.

IN WITNESS WHEREOF, the City, by action of its City Council, causes this agreement to be signed by its Mayor and attested by its City Administrator, and County, by action of the County Commissioners, causes the Chair of the Board to sign this agreement, and be subscribed by the Sheriff of Hood River County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF CASCADE LOCKS

HOOD RIVER COUNTY, OREGON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chair, Hood River Board of Commissioners

\_\_\_\_\_  
Sheriff, Hood River County

JOSEPH A. WAMPLER  
SHERIFF

JERRY BROWN  
CHIEF DEPUTY



MARITA HADDAN  
911 COMMANDER

TERRY L. BRIGHT  
CHIEF CIVIL DEPUTY

JERRY KEITH  
EXECUTIVE ASSISTANT

## CASCADE LOCKS MONTHLY REPORT MAY 2012

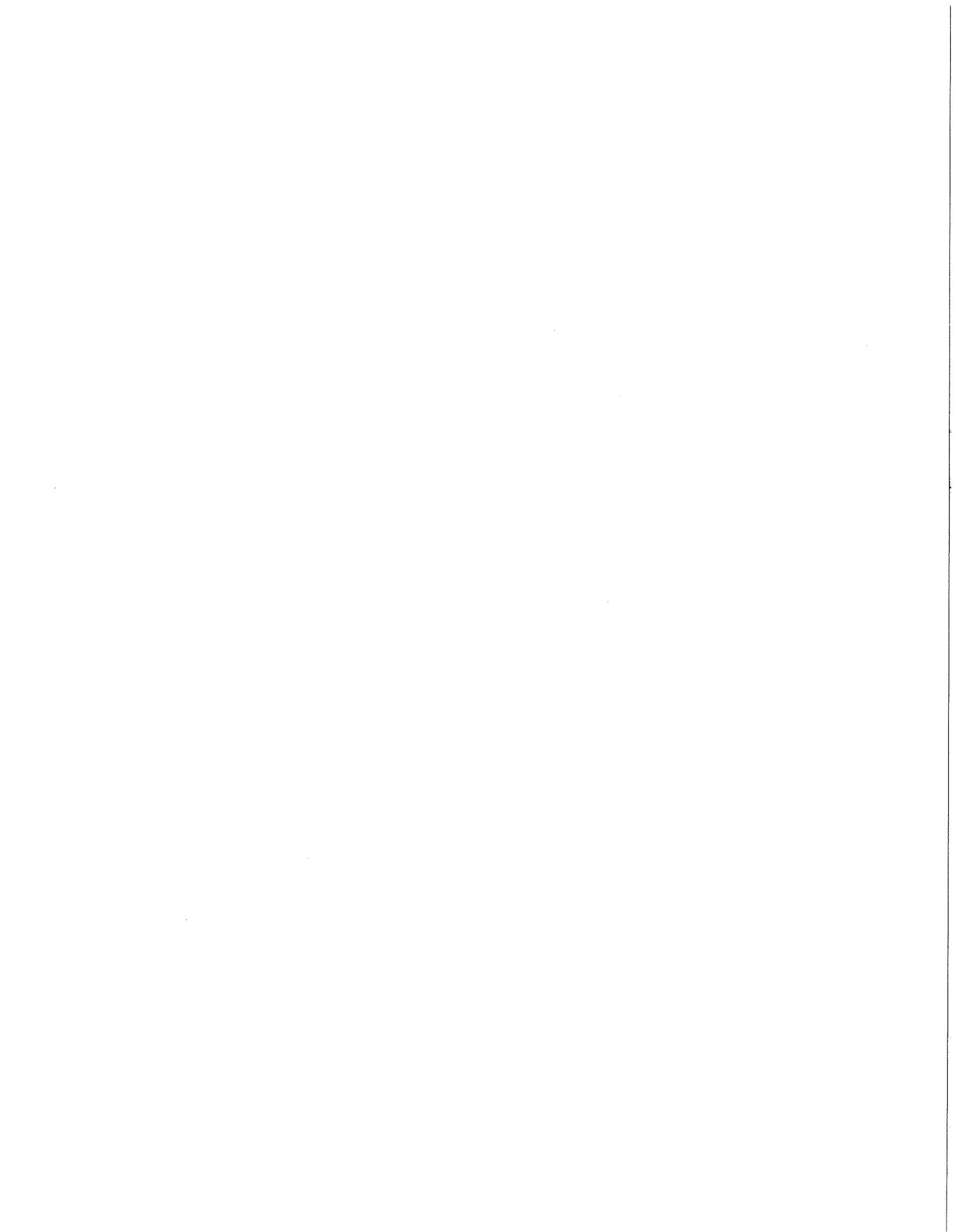
1. TOTAL CALLS FOR SERVICE: 170
2. TOTAL PRIORITY CALLS: 19
3. TOTAL NON-PRIORITY CALLS: 151
4. OFFICER INITIATED CALLS: 62
5. TOTAL CITATIONS ISSUED: 17 (3 individual cites of UTC Violation may be on each ticket)
6. TOTAL CRIMES AGAINST FAMILIES: 6
7. Total Case Numbers Issued: 18
8. Total Animal Control Calls: 2

Additional Investigative support (Det. Sgt. Tiffany, Detective English & Animal Control Officer Casey DePriest) was provided for Case numbers (S120443, S120460, S120482, S120495, S120498 and ~~S120501~~).

Deputy Harvey worked 126.5 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 52.5 hours within the City of Cascade Locks (Deputy Joel Carmody, Deputy Rick Princehouse, Chief Deputy Jerry Brown, Sergeant Jess Flem, R. Deputy Mike Renault, R. Deputy Travis Paulsen, R. Deputy Christian Bagge, Deputy Don Dillenbeck, Deputy Noel Princehouse, Deputy Pete Hughes, Sgt. Ricardo Castaneda, Deputy Chris Guertin & Deputy Marc Smith).

\*The information reflected above is supported by the Hood River County Sheriff's Office Monthly Report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.

Jerry Brown  
Chief Deputy



**STAFF REPORT**

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**Date Prepared:** June 28, 2012

**For City Council Meeting on:** July 9, 2012

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator



**APPROVED BY:** N/A

**SUBJECT:** Adopting Resolution 1244 and authorizing the City to apply for a grant to repair Regulator Street.

**SYNOPSIS:** The adopted City Budget for 2012-13 includes a \$5,000 match for the repair and repaving of Regulator Street during 2012-13. The match funds are for the ODOT small cities program. Additionally, the Electric Department plans to install conduits under the street to help avoid the need to make a street cut in the future. Public Works will install a new 2 inch water line and readjust or replace the storm drain catch basin also to prevent future cuts to the pavement. The estimated cost of the repair and repaving will be \$50,000.

This issue comes to the City Council at this time for **authorization to apply for the grant** and to adopt the Resolution required by ODOT as a part of the grant application.

**CITY COUNCIL OPTIONS:** The City Council has the following options on this matter.

- A. Take no action on this matter at this time.
- B. Approve the recommendations as presented.
- C. Take other action as desired by City Council.

**RECOMMENDATION:** That City Council, by motion, approve Resolution 1244 and authorizing the City to apply for a grant in the amount of \$50,000 for the repair and repaving of Regulator Street and authoring the Mayor to sign the application.

**Legal Review and Opinion:** None at this time.

**Financial review and status:** The City has budgeted for the \$5,000 match for this grant and budgeted for the receipt of the grant in the amount of \$50,000. These funds are in the grant expense account 07-405-62130. The total cost of the proposed project with the match is estimated to be \$55,000. The actual cost will not be known until we go out to bid and receive the bids.

**BACKGROUND INFORMATION:**

1. The Resolution is attached for City Council information and action.
2. Regulator street is in need of this work and was the project submitted in 2011-12 but not funded by the State.

**RESOLUTION NO. 1244**

**A RESOLUTION AUTHORIZING APPLICATION FOR THE 2012  
SPECIAL CITY ALLOTMENT GRANT FROM ODOT FOR REGULATOR  
STREET.**

**WHEREAS**, under the provisions of ORS 366.800 and 366.805, there has been withdrawn from state highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 (\$500,000.00) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 (\$500,000.00) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administered by the Oregon Transportation Commission and to be allotted each year by said Commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the state highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety; and

**WHEREAS**, The City of Cascade Locks is an incorporated city of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following street of said city, **Regulator Street**, meets the conditions required in ORS 366.805.

**THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS,  
HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:**

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said city are in need of repair, reconstruction, or other major improvement.
3. That said streets are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.

5. That the City of Cascade Locks does hereby offer to the Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate **Lance Masters, Mayor** or his designee as the official representative of the City for all negotiations resulting from this request.

**ADOPTED** by the City Council this 9th day of July, 2012.

**APPROVED** by the Mayor this 9th day of July, 2012.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

There is attached hereto and made a part hereof, a city map on which is indicated the street, streets, road, or roads, described in this resolution.

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Cascade Locks at a regular of said Council, held on the 9th day of July, 2012, and the above copy is a true and correct copy of the original and of the whole thereof.

Dated this 9th day of July, 2012.

\_\_\_\_\_  
City Recorder



July 10, 2012  
City of Cascade Locks  
140 Wa Na Pa Street  
Cascade Locks Oregon 97014  
Paul Koch, Interim City Administrator  
RE: 2012 Oregon Special City Allotment Grant

To Justin Shoemaker, ODOT SCA Liaison:

Attached you will find the 2012 SCA application for the City of Cascade Locks. Cascade Locks is very grateful to the Oregon Department of Transportation for the opportunity to apply for these funds. Small Communities like Cascade Locks face many challenges, to have the opportunity to receive grant funding for street improvements is a way to reduce some for the vital road maintenance that the City faces.

The attached application is for the City owned Regulator Street, in downtown Cascade Locks. This Street connects housing and travel off of Wa Na Pa Street (Hwy 30) to the alternate East/West Street route of Moody Street. This Street also provides the major access to the residential area along Moody Street and south to the City's southern City Limits.

Regulator Street is currently in very poor condition (See Photo's) has a PCI of only 8 and has such poor surface deterioration that sub-base failure is imminent. The existing curbs are shattered in several places and allow storm water to escape or seep into base material, rather than travel to the existing storm sewer inlets located along the intersection of Hwy 30. This Street left un-repaired will provide liability issues for Cascade Locks and drain already seriously depleted Street funds.

The City of Cascade Locks has completed its 2012-2013 Budget and faced some of the worst shortfalls it has had to consider in years. Despite that scenario Cascade Locks has pledged that if Regulator Street is chosen as a 2012-2013 SCA funded project, in addition to design engineering, the City will provide the following assistance to the project from its limited reserves.

1. The City would replace and adjust the Storm Water Catch Basins at Wa Na Pa St. to allow for new alignments.
2. The City will replace the existing watermain with a new Polyethylene Pipe outside of the asphalted area.
3. The City has the unique advantage of owning its own Electrical and cable/internet supply lines. Therefore Cascade Locks will install new conduits throughout the project to assure a long life and no future utility cuts in a New Regulator Street.

The costs of these improvements utilizing City forces for installation prior to the project commencing, total over 15% of the total estimated project costs.

Cascade Locks is a very beautiful Community whose location within the Columbia Gorge provides it with its principal revenue source of tourism. Your recommendation in funding the improvement of Regulator Street would provide for extended beautification of the downtown's most major North/South Street and effect long term solutions to a problem that if left to limited city resources could provide a financial drain to the City for years to come.

We at Cascade Locks appreciate your consideration of our application. Please feel free to contact or visit us if you have any questions and thank you again for your consideration in helping our Community.

Sincerely,

Paul Koch  
Interim City Administrator  
Cascade Locks, Oregon

# SPECIAL CITY ALLOTMENT (SCA) APPLICATION

CITY OF CASCADE LOCKS

Date 06/22/12

Street Name REGULATOR ST. From WANA PA ST. To MOODY ST.

(Attach map showing project limits.)

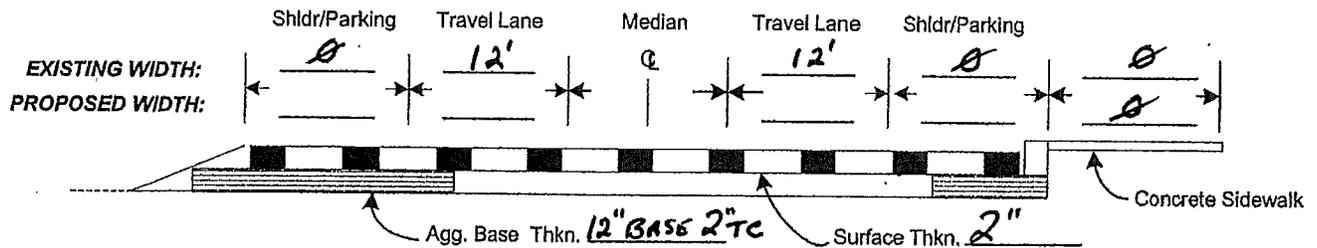
**PROJECT DETAILS:**

Project Length: 337 FT. Est. Project Cost: \$ 48,825.<sup>00</sup>

Avg Daily Traffic 150

Avg Daily Truck Traffic >10

**PROPOSED TYPICAL X-SECTION**



**PAYEMENT:**

Surface Type  
 Existing: ASPHALT  
 Proposed: ASPHALT  
 Proposed Thkn: 2"

**STORM SEWER:**

Existing (Y/N): YES  
 Proposed (Y/N): YES  
 Pipe Dia : 8"  
 Pipe Length: 50'  
 Adjustments  
 Inlets #: 2  
 Manholes #: 1  
 Pipes #: 0

**RIGHT-OF-WAY**

Existing Width: 60'  
 Existing Right-of-Way Adequate (Y/N): YES  
 Proposed Width: 60' N/C

**SIDEWALKS:**

Existing (Y/N): NONE  
 Proposed (Y/N) Lt Side N Rt Side N  
 Proposed Length: 0  
 Proposed Width: 0

**CURBS:**

Existing (Y/N): YES  
 Proposed (Y/N) Lt Side Y Rt Side Y  
 Length: TOTAL BOTH SIDES 559 FT.  
 Type: "C" STANDARD CURBS

**BRIDGE:**

Name: N/A  
 Bridge #: \_\_\_\_\_  
 Length: \_\_\_\_\_  
 Width: \_\_\_\_\_  
 Type of Structure: \_\_\_\_\_  
 Sufficiency Rating #: \_\_\_\_\_  
 Name of Stream: \_\_\_\_\_

**REMARKS:** IF THIS PROJECT IS SELECTED THE CITY OF CASCADE LOCKS WILL INSTALL UTILITY CONDUITS TO PROTECT THE INVESTMENT IN THIS VALUABLE STREET.

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Mayor  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 City Recorder  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 City Administrator

SPECIAL CITY ALLOTMENT

RESOLUTION

Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from state highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administrated by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer person, upon streets not a part of the state highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.

The City of \_\_\_\_\_ is an incorporated city of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said city, \_\_\_\_\_

---

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meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said street are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.

5. That the City of \_\_\_\_\_ does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate \_\_\_\_\_ as the official representative of the City in all negotiations resulting from this request.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

There is attached hereto and made a part hereof, a city map on which is indicated the street, streets, road, or roads, described in this resolution.

\*\*\*\*\*

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of \_\_\_\_\_ at a regular or special meeting of said Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Recorder

OREGON DEPARTMENT OF TRANSPORTATION  
IN COOPERATION WITH THE  
LEAGUE OF OREGON CITIES

SPECIAL CITY ALLOTMENT PROGRAM  
GUIDELINES AND WORKING AGREEMENT

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "ODOT"; and the LEAGUE OF OREGON CITIES, acting by and through its Board of Directors, hereinafter referred to as "LOC," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

- I. By the authority granted in Oregon Revised Statute (ORS) 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
- II. LOC was founded in 1925 and is formed by an intergovernmental agreement among all of Oregon's 242 incorporated cities. Per ORS 190.030, and subject to the provisions of said intergovernmental agreement, LOC is vested with all the powers, rights and duties of its member cities and serves as the functional equivalent of a public body.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

**I. Purpose**

The purpose of this document is to establish guidelines and working procedures for administration of the Special City Allotment (SCA) Program, hereinafter referred to as the "SCA" Program.

**II. Policy**

ODOT shall cooperate with LOC to adopt procedures and guidelines for selecting, developing, financing, and constructing SCA projects in accordance with ORS 366.800 and ORS 366.805.

**III. Organization**

- A. ODOT's Special City Allotment Program Manager shall provide general administrative oversight for the SCA Program.
- B. Oregon cities are governed by councils and are staffed to identify and develop local street improvement projects under the SCA Program and in cooperation with ODOT.

**IV. Financial Participation and Fund Allocation**

**A. Special City Allotment Account**

- 1. ODOT shall annually allocate \$1,000,000 for the SCA Program. Within that total allocation, \$500,000 shall be withdrawn annually from both the Appropriation of Highway funds and the State Highway Fund pursuant to ORS 366.805.
- 2. SCA funds shall be placed in a separate account administered by ODOT.

**B. Administration**

- 1. ODOT's regional Local Agency Liaisons shall review all submitted SCA applications each year and make recommendations to ODOT's State Financial Planning Coordinator regarding the selection of cities to receive funding.
- 2. ODOT shall enter into agreements with cities approved to receive SCA funding. Approved projects shall receive a maximum allotment of \$50,000.
- 3. Cities shall, following execution of agreements, submit plans, estimates and specifications to ODOT's regional Local Agency Liaisons for review. Upon concurrence, ODOT shall, upon request, advance cities one-half (50%) of the estimated project cost, not to exceed \$25,000.
- 4. Cities shall repay the full amount of SCA funding awarded by ODOT for any project cancelled by the city.
- 5. Cities shall complete project construction within two (2) years of the date of the executed agreement, unless ODOT grants an extension.
- 6. Cities shall, upon project completion, certify to ODOT that projects have been constructed in substantial conformance with plans and specifications. Cities shall submit final invoices to ODOT's regional Local Agency Liaisons for final payment. Invoices shall include sufficient documentation to reflect full project costs.

7. ODOT's regional Local Agency Liaisons shall perform final project inspections and shall reimburse cities upon approval of invoice documentation.

**V. Project Eligibility**

- A. Cities of less than 5,000 in population, based on the latest available census data, shall be eligible to participate in the SCA Program.
- B. Eligible city streets must not be part of the county road or state highway system, and must be inadequate for the capacity they serve or are in an unsafe condition.
- C. Cities must have completed all previously funded SCA projects.
- D. Any portion of a street upon which SCA funds have been expended is not eligible for additional SCA funding for a period of ten (10) years following funding approval.

**VI. Project Application and Review**

- A. ODOT's regional Local Agency Liaisons shall distribute an advisory letter and project application instructions to eligible cities by **June 1st** of each calendar year.
- B. Cities shall apply for SCA funding prior to **August 1st** of each calendar year for the following calendar year program.
- C. ODOT shall maintain a record of all cities that submit SCA project applications.
- D. ODOT's regional Local Agency Liaisons shall conduct on-site project reviews for each submitted application and, when necessary, meet with city officials to discuss a local project.

**VII. Project Selection**

- A. ODOT's regional Local Agency Liaisons shall prioritize and recommend those projects that best meet eligibility requirements to the ODOT State Financial Planning Coordinator for approval. Selected projects shall meet the criteria described in ORS 366.805 and shall be submitted by **September 1st** of each calendar year.
- B. ODOT's regional Local Agency Liaisons shall inform applicants of the action taken regarding requested projects.
- C. ODOT shall enter into agreements with cities approved for SCA funding by **December 31<sup>st</sup>** of each calendar year. These agreements shall be prepared by ODOT and shall describe the project and assign specific responsibilities.

**VIII. Preliminary Engineering**

- A. Cities shall use American Association of State Highway and Transportation Officials (AASHTO) design standards or ODOT-approved city standards.
- B. Preliminary engineering shall be performed by cities or their consultants and shall be included in the total project costs. Cities or consultants shall prepare all plans, specifications, and estimates in conformance with AASHTO design standards or ODOT-approved city standards.
- C. Cities shall advertise for bids and award individual contracts, unless otherwise agreed upon by the Parties.

**IX. Right of Way**

- A. Cities shall conduct all right of way activities in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35, Federal-Aid Policy Guide, Code of Federal Regulations (CFR) and the ODOT Right of Way Manual, and Title 23 CFR Part 710 and Title 49 CFR Part 24.
- B. Cities shall assume management and financial responsibility for the acquisition of all right of way. Right of way may be acquired by cities or on behalf of cities (by consultants or ODOT) at cities' choice. If ODOT performs the acquisition, a right of way services agreement shall be executed setting forth the responsibilities of each party.

**X. Utilities**

Cities shall agree that ODOT is not responsible for any management or finances for the adjustment, reconstruction, and relocation of utility installations, including all privately or publicly owned utility conduits, lines, poles, mains, pipes and all other facilities of every kind and nature where such relocation or reconstruction is required for project completion.

**XI. Construction Engineering**

Cities shall assume responsibility for construction engineering and shall include such activities in the total project cost.

ODOT/LOC  
Agreement No. 27249

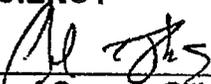
On September 15, 2006, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, Paragraph 2, in which day-to-day authority is delegated to the Chief of Staff, Deputy Director, Central Services; Deputy Director, Highways; Highway Finance Manager; Local Government Section Manager; Maintenance Engineer; Managers; Technical Services Manager/Chief Engineer; and Division Administrators for their respective division, which includes the authority to approve and sign agreements up to \$75,000 when the work is related to a project included in the Statewide Transportation Improvement Program, other system plans approved by the Oregon Transportation Commission such as the Traffic Safety Performance Plan, or in a line item in the biennial budget approved by the Director.

**LEAGUE OF OREGON CITIES**, by and through its Board of Directors

By   
President

Date January 27, 2011

**APPROVED AS TO LEGAL SUFFICIENCY**

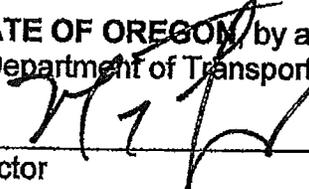
By   
League of Oregon Cities Counsel

Date 1/22/11

**Agency Contact:**

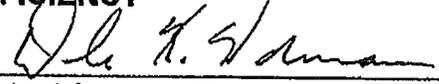
Gary Williams, President  
League of Oregon Cities  
400 Main Street  
Cottage Grove, OR 97424  
541-942-5501  
mayor@cottagegrove.org

**STATE OF OREGON**, by and through its Department of Transportation

By   
Director

Date 2-8-11

**APPROVED AS TO LEGAL SUFFICIENCY**

By   
Assistant Attorney General

Date 1/31/11

**State Contact:**

David A. Galati  
Special City Allotment Program Manager  
Oregon Department of Transportation  
3930 Fairview Industrial Drive SE MS-2  
Salem OR 97302-1166  
(503) 986-3441  
[david.a.galati@odot.state.or.us](mailto:david.a.galati@odot.state.or.us)



# Oregon

John A. Kitzhaber, MD, Governor

## Department of Transportation

Transportation Region 1  
123 NW Flanders St  
Portland, OR 97209-4012  
(503) 731-8200  
Fax: (503) 731-8259

Bernard Seeger, City Administrator  
City of Cascade Locks  
P.O. Box 308  
Cascade Locks, OR 97014

File Code:

April 10, 2012

### **SUBJECT: 2013 SPECIAL CITY ALLOTMENT GRANT PROGRAM**

Enclosed are application forms for your City to apply for a \$50,000 allotment from the 2013 Special City Allotment (SCA) fund. You are encouraged to file these applications as soon as possible. Applications for projects must be on file in this office prior to August 1, 2012.

In order to be eligible, the City must have completed all previous SCA projects. A project will be considered completed when a Final Inspection Report has been submitted by the Region Local Agency Liaison to the SCA Program Manager.

The SCA Program was established in 1947 by the State Legislature under ORS 366.805. The guidelines and a working agreement on this program have been developed in cooperation with the League of Oregon Cities (copy enclosed). The purpose of the program is to assist cities in repairing or reconstructing City streets which are inadequate for the capacity they serve or are in a condition detrimental to safety. The sum of \$1,000,000 is available for the 2013 program with a maximum of \$50,000 to be allotted to a City.

After receiving the applications, on-site investigations will be conducted to evaluate the merits of each request. This evaluation is based on the criteria of traffic volume, surface wear, 5-year population growth, and years since last project.

Following are points you should consider in selecting your project for application.

- 1) The street must be under the ownership, jurisdiction, and control of the City. State or county maintained roads within the City limits are not eligible.
- 2) When selecting a project, try to pick a street in very poor condition and carrying a high volume of traffic such as:
  - a) A street serving an agricultural, commercial, or industrial facility, a school complex, a tourist attraction, or some other feature of local importance or interest and exhibiting wear from heavy and/or unusual traffic.



- b) A street serving a growth area such as a new housing subdivision or commercial development.
- c) A main thoroughfare with an increasing volume of traffic.

Poor candidates would be streets with deterioration caused by the installation of underground utilities, dead end streets or those in quiet neighborhoods.

Pick the street which best complies with the guidelines and meets the law. Each year applications are received which do not present the best candidate from the City. We highly recommend you compare several streets before you make a final selection.

When completing the application, be sure that all questions which apply are answered including traffic counts and that both the application and accompanying resolution have original signatures. *Also, please supply a map with your application with the site of the proposed project noted in some manner. Thank you.*

If you need additional forms, or if you have questions regarding the program, please contact me at (503) 731-8486 or email me at [justin.d.shoemaker@odot.state.or.us](mailto:justin.d.shoemaker@odot.state.or.us).



Justin D. Shoemaker  
Local Agency Project Development Liaison

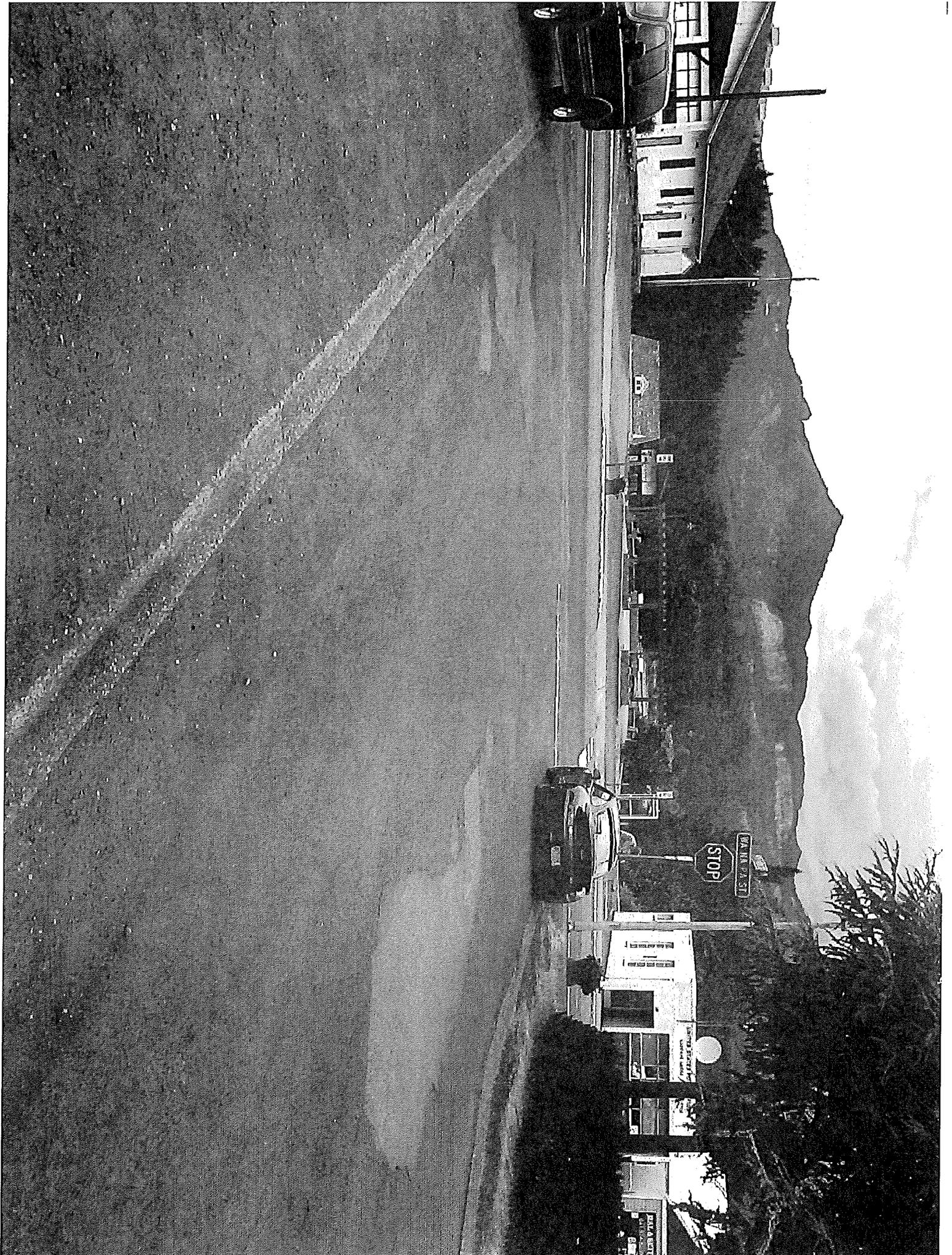
cc: Judy Sherrard

enclosures

Special City Allotment Application  
Special City Allotment Resolution  
League of Oregon Cities Working Agreement

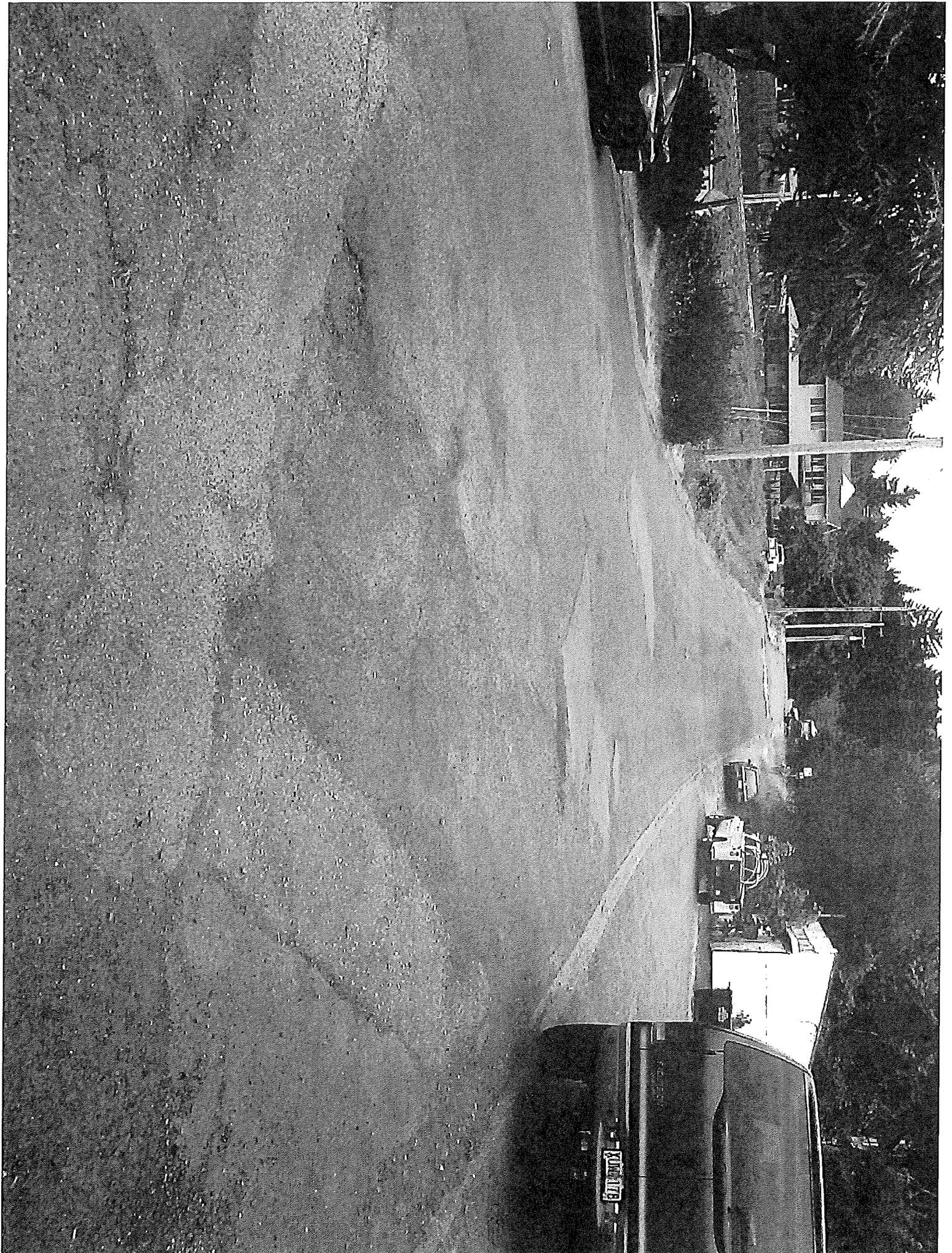




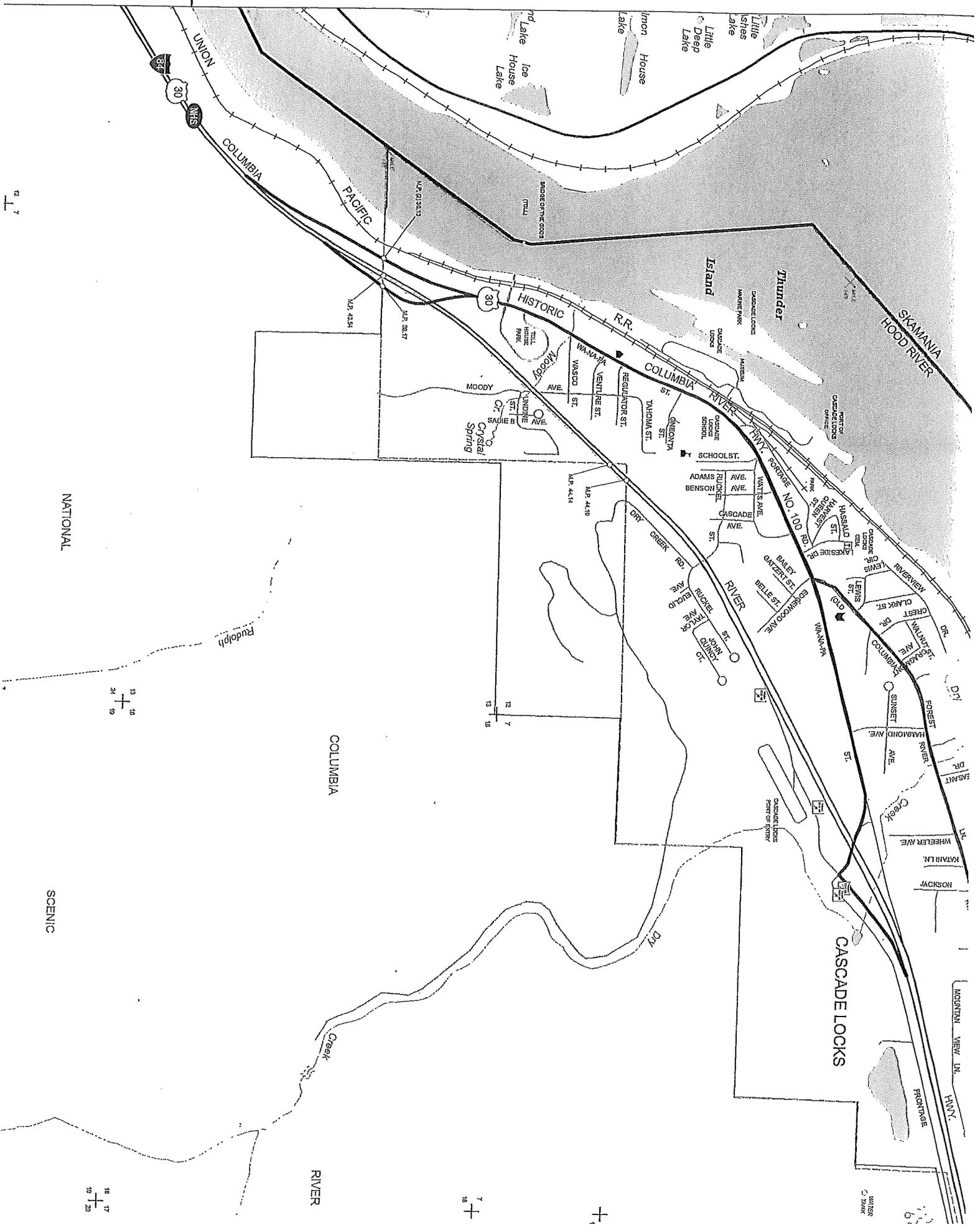








T. 2 N.



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**STAFF REPORT**

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**Date Prepared:** 7/3/12

**For City Council Meeting on:** 7/9/12

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Paul Koch

**APPROVED BY:** Paul Koch

**SUBJECT:** Fire Department Suppression Fees related to Electric Meters

**SYNOPSIS:** Council gave consensus to have Ordinance No. 416 brought back before Council with discussion and decision to refer this to the voters for the November 2012 General Election.

**CITY COUNCIL OPTIONS:**

1. Refer Ordinance No. 416 to appear on November 2012 General Election Ballot.
3. Establish other direction for staff to proceed.
4. Take no action.

**RECOMMENDATION:** The City Council, by motion, refers Ordinance No. 416 to appear on November 2012 General Election Ballot.

**Sample Motion:** I move to refer Ordinance No. 416 to the voters on the November 2012 General Election Ballot.

**Financial review and status:** Any increase in the rate will add additional revenue to the EMS Fund.

**BACKGROUND INFORMATION:**

1. Ordinance No. 374 was approved May 2005 to help support the EMS Fund. The fee structure is based on the size of the water meters. There have been no increases to this fee since 2005.

Attachments: Ordinance No. 416  
Ordinance No. 374  
Spreadsheets showing scenarios based on type of utility accounts.



**ORDINANCE NO. 416**

**AN ORDINANCE ESTABLISHING A FIRE & EMS DEPARTMENT FEE ON PROPERTY SERVED BY THE CITY OF CASCADE LOCKS ELECTRIC UTILITY TO ASSIST IN COVERING THE COSTS ASSOCIATED WITH PROVIDING FIRE & EMS SERVICES TO RESIDENTS AND BUSINESSES SERVED REPEALING ORDINANCE NO. 374.**

**WHEREAS**, the City of Cascade Locks currently provides fire prevention, EMS and suppression services via a Volunteer Fire & EMS Department;

**WHEREAS**, the provision of Fire and EMS services is critical to the community;

**WHEREAS**, the costs associated with the provision of this service have been steadily rising and are paid out of the City's EMS Fund, which is facing declining revenues for all services;

**WHEREAS**, the City Council convened a committee to evaluate the City's fire and EMS needs and to make recommendations to the City Council;

**WHEREAS**, the committee recommended retaining the Fire & EMS fee previously adopted by Ordinance 374;

**WHEREAS**, the City Council believes it necessary to continue to utilize other funding mechanisms and sources to help pay costs associated with fire prevention, EMS and suppression services provided to the citizens and businesses within the City of Cascade Locks; and

**WHEREAS**, the City Council has determined that the Fire & EMS fee on utility users served by the City of Cascade Locks utilities to help defray the costs associated with these services is appropriate;

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON,  
ORDAINS AS FOLLOWS:**

**SECTION 1. Fire & EMS Service Fee Authorized to be Set by Resolution.** A Fire & EMS Service Fee is hereby established. The fee shall be initially set and periodically adjusted by resolution of the City of Cascade Locks City Council. The resolution shall specify on which utility account the fee is imposed.

**SECTION 2. Use of Proceeds.** All monies generated by the fee shall be used solely for the payment of costs associated with fire prevention, EMS and suppression, including those associated with personnel, materials and services, capital purchases and savings for future capital expenditures, and the implementation of any intergovernmental agreement(s) for the delivery of fire suppression services and the administration of said contract by the City.

**SECTION 3. Repeal.** Ordinance 374 is repealed.

**SECTION 4. Effective Date.** This ordinance shall become effective thirty days after adoption by the City Council. [If emergency: The fees generated by this ordinance are necessary for the operation of the City's Fire and EMS services. The changes to this ordinance are needed immediately to ensure the continued operation of the City's Fire and

**ORDINANCE NO. 416**

EMS services. An emergency exists, therefore, and the ordinance should become effective by July 1, 2012, in order to preserve the health, welfare and safety of the citizens of Cascade Locks.]

**ADOPTED** by the City Council this 11th day of **June, 2012**.

**APPROVED** by the Mayor this 11th day of **June, 2012**.

ATTEST:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

**ORDINANCE NO. 374**

**AN ORDINANCE CREATING A FIRE DEPARTMENT FEE ON PROPERTY SERVED BY THE CITY OF CASCADE LOCKS WATER UTILITY TO ASSIST IN COVERING THE COSTS ASSOCIATED WITH PROVIDING FIRE SERVICES TO RESIDENTS AND BUSINESSES SERVED THEREBY.**

**WHEREAS**, the City of Cascade Locks currently provides fire prevention and suppression services via a Volunteer Fire Department, with the exception of one full-time paid Paramedic; and

**WHEREAS**, the costs associated with the provision of this service have been steadily rising and are paid out of the City's General Fund, which is facing declining revenues for all General Fund activities; and

**WHEREAS**, the City Council believes it necessary to employ other funding mechanisms and sources to help pay costs associated with fire prevention and suppression services provided to the citizens and businesses within the City of Cascade Locks; and

**WHEREAS**, the City Council has determined that a fee on water users served by the City of Cascade Locks water utility to help defray the costs associated with these services is appropriate;

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON,  
ORDAINS AS FOLLOWS:**

**SECTION 1. Fire Department Fee Authorized to be Set by Resolution.** A Fire Department Fee is hereby imposed on all water service accounts served by the City of Cascade Locks water utility. Said fee shall be initially set and periodically adjusted by resolution of the City of Cascade Locks City Council.

**SECTION 2. Use of Proceeds.** All monies generated by the fee shall be used solely for the payment of costs associated with fire prevention and suppression, including those associated with personnel, materials and services, capital purchases and savings for future capital expenditures, and the implementation of any intergovernmental agreement(s) for the delivery of fire suppression services and the administration of said contract by the City.

**SECTION 3. Effective Date.** This ordinance shall become effective thirty days after adoption by the City Council approval by the Mayor.

**ADOPTED** by the City Council this **23rd** day of **May**, 2005.

**APPROVED** by the Mayor this **23rd** day of **May**, 2005.

ATTEST:

\_\_\_\_\_  
City Recorder

First Reading Approved: **05/09/05**;  
Second Reading Approved: **05/23/05**;

\_\_\_\_\_  
Mayor

Ayes **6** ; Nays **1**.  
Ayes **6** ; Nays **1**.



City of Cascade Locks				
Fire and EMS Service Fee				
<b>SCENARIO BASED ON TYPE OF UTILITY ACCOUNTS INSIDE CITY LIMITS</b>				
<b>1</b>				
	<b>ESTIMATED UTILITY ACCOUNTS</b>	<b>ESTIMATED RATE</b>	<b>EST. TOTAL PER MONTH</b>	
Residential	508	3.00	1,524.00	
Public/Commercial	200	7.00	1,400.00	
	708		2,924.00	
Using same rate as Street Light rate.			<b>ANNUALLY</b>	<b>\$ 35,088.00</b>
<b>2</b>				
	<b>ESTIMATED UTILITY ACCOUNTS</b>	<b>ESTIMATED RATE</b>	<b>EST. TOTAL PER MONTH</b>	
Residential	508	5.00	2,540.00	
Public/Commercial	200	10.00	2,000.00	
	708		4,540.00	
			<b>ANNUALLY</b>	<b>\$ 54,480.00</b>
<b>3</b>				
	<b>ESTIMATED UTILITY ACCOUNTS</b>	<b>ESTIMATED RATE</b>	<b>EST. TOTAL PER MONTH</b>	
Residential	508	7.00	3,556.00	
Public/Commercial	200	14.00	2,800.00	
	708		6,356.00	
			<b>ANNUALLY</b>	<b>\$ 76,272.00</b>
<b>Additional Possible Revenue - Scenario 1</b>	<b>\$ 26,232.00</b>			
<b>Additional Possible Revenue - Scenario 2</b>	<b>\$ 45,624.00</b>			
<b>Additional Possible Revenue - Scenario 3</b>	<b>\$ 67,416.00</b>			
<b>Current Revenue Estimate</b>	<b>\$ 8,856.00</b>			

City of Cascade Locks				
Fire and EMS Service Fee				
<b>SCENARIO BASED ON WATER METER SIZE</b>				
<b>CURRENT FIRE SUPPRESSION FEE STRUCTURE</b>				
<b>METER SIZE</b>	<b>NUMBER OF CUSTOMERS</b>	<b>CURRENT RATE</b>	<b>EST. TOTAL PER MONTH</b>	
5/8" Meter	420	1.00	420.00	
3/4" Meter	13	1.00	13.00	
1" Meter	11	3.00	33.00	
1 1/2" Meter	11	6.00	66.00	
2" Meter	12	8.00	96.00	
2" Turbine	1	10.00	10.00	
3" Compound	5	20.00	100.00	
4" Compound	0	25.00	-	
	473		738.00	
This fee is tied to water meter service not to each utility account.			ANNUALLY	\$ 8,856.00
Resolution #1053 - 6/2005				
<b>OPTION #1</b>				
<b>METER SIZE</b>	<b>NUMBER OF CUSTOMERS</b>	<b>INCREASE RATE</b>	<b>PROPOSED REVENUE</b>	
5/8" Meter	420	5.00	2,100.00	
3/4" Meter	13	5.00	65.00	
1" Meter	11	7.00	77.00	
1 1/2" Meter	11	10.00	110.00	
2" Meter	12	12.00	144.00	
2" Turbine	1	14.00	14.00	
3" Compound	5	24.00	120.00	
4" Compound	0	29.00	-	
	473		2,630.00	
			ANNUALLY	31,560.00
<b>OPTION #2</b>				
<b>METER SIZE</b>	<b>NUMBER OF CUSTOMERS</b>	<b>INCREASE RATE</b>	<b>PROPOSED REVENUE</b>	
5/8" Meter	420	7.00	2,940.00	
3/4" Meter	13	7.00	91.00	
1" Meter	11	9.00	99.00	
1 1/2" Meter	11	12.00	132.00	
2" Meter	12	14.00	168.00	
2" Turbine	1	16.00	16.00	
3" Compound	5	26.00	130.00	
4" Compound	0	31.00	-	
	473		3,576.00	
			ANNUALLY	42,912.00
<b>OPTION #3</b>				
<b>METER SIZE</b>	<b>NUMBER OF CUSTOMERS</b>	<b>INCREASE RATE</b>	<b>PROPOSED REVENUE</b>	
5/8" Meter	420	9.00	3,780.00	
3/4" Meter	13	9.00	117.00	
1" Meter	11	11.00	121.00	
1 1/2" Meter	11	14.00	154.00	
2" Meter	12	16.00	192.00	
2" Turbine	1	18.00	18.00	
3" Compound	5	28.00	140.00	
4" Compound	0	33.00	-	
	473		4,522.00	
			ANNUALLY	54,264.00

## STAFF REPORT

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**Date Prepared:** 7/5/12

**For City Council Meeting on:** 7/09/12

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Kathy Woosley, City Recorder

**APPROVED BY:** Paul Koch

**SUBJECT:** Referral of Charter Amendment

**SYNOPSIS:** At the City Council Special Meeting on June 4, 2012, Council gave direction for City Attorney Cleaveland to prepare language for a referendum for voters to correct charter language in the 2008 Charter amendment.

**CITY COUNCIL OPTIONS:**

1. Accept suggested language to refer to voters.
2. Make changes to suggested language.
3. Leave Charter as is.

**RECOMMENDATION:** Accept suggested language to refer to voters.

**Sample working of motion:** I move to refer the suggested language as presented by the City Attorney.



# SOSNKOWSKI & CLEVELAND P.C.

LOCAL GOVERNMENT AND MUNICIPAL LAW

ALEXANDRA E. SOSNKOWSKI  
541 490 3199  
RUBEN D. CLEVELAND  
360 609 3935

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PHYSICAL ADDRESS:

606 STATE STREET, SUITE 1A  
HOOD RIVER, OREGON 97031

MAILING ADDRESS:

P.O. BOX 1698  
HOOD RIVER, OREGON 97031

To: Paul Koch and City Council  
From: Ruben Cleaveland, Asst. City Attorney  
Re: Referral of Charter Amendment  
Date: June 13, 2012

Steps and Timeline for City Council Referral of Charter Amendment:

1. City Council either prepares a ballot title or sends the referral language to the City Attorney for preparation of the ballot title. This must meet the same statutory requirements for a ballot title as elector initiated measures.
2. If the Council provides only the referral language, the City Attorney has 5 business days to prepare a ballot title and file it with the city elections official.
3. The city elections official publishes notice of receipt of ballot title with deadline for review. This must be published in the next available newspaper edition. It must also be published on the City's website for a minimum of 7 days.
4. The city elections official must file a form SEL 802 Notice of City Measure Election and statement of city referrals (with explanatory statement) with the county elections official no later than the 61<sup>st</sup> day before the election. That is September 6<sup>th</sup> for the November, 2012 election.

Suggested Referral Language:

The current charter language is:

(4) After January 1, 2008, any such ordinance, or resolution or order approved by a majority of the Council that creates or increases any tax, charge or fee, the ordinance shall not be effective unless ratified by a majority vote of the City's

qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year.

Suggested language to refer to the voters is:

After January 1, 2008, any ordinance, resolution, or order approved by a majority of the Council that creates or increases any tax, charge, or fee shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year. This provision shall not apply to utility rate setting for any City owned utility. As used in this section, City owned utility includes water, sewer, electric, cable, and broadband/internet service.