

# CITY of CASCADE LOCKS

## AGENDA

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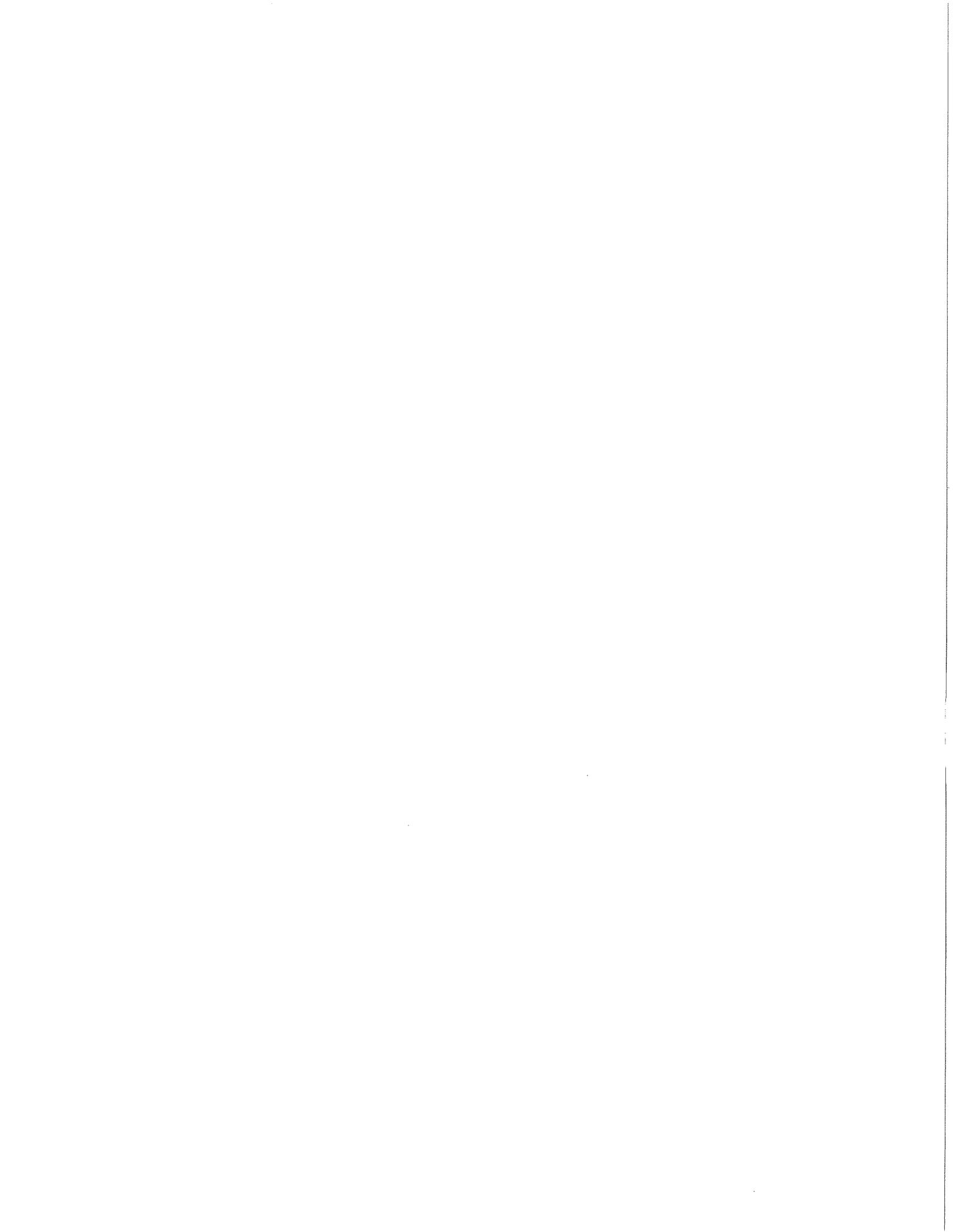
**CITY COUNCIL MEETING, Monday, August 10, 2015, 6:30 PM, CITY HALL**

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**Council will meet at 6:30 to interview Councilor Candidates.  
Regular meeting immediately following interview session.**

- 1. Call to Order/Pledge of Allegiance/Roll Call.**
- 2. Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
- 3. Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. Approval of July 27, 2015 Minutes.**
  - b. Ratification of the Bills in the Amount of \$ 216,729.26.**
- 4. Public Hearings.**
- 5. Action Items:**
  - a. Appointment to Committees.**
  - b. Appointment to City Council for Vacant Position.**
  - c. Selection of Bond Counsel.**
  - d. Approval of Town Hall Meeting Questions and Responses Document.**
  - e. Approve RFP for TRT Auditor.**
  - f. Approve Employment Agreement for Temporary Employee.**
- 6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
- 7. Reports and Presentations.**
  - a. City Committees.**
  - b. City Administrator Zimmerman Report.**
- 8. Mayor and City Council Comments.**
- 9. Other matters.**
- 10. Executive Session per ORS 192.660 (2) (i) Performance Evaluations of Public Officers and Employees.**
- 11. Adjournment.**

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



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett were present. Also present were City Recorder Kathy Woosley, City Attorney Ruben Cleaveland, Kathy and Bob Tittle, Jill Andrick, Aurora and Ed del Val, Merna Blagg, Hood River County Drug Prevention Specialist Belinda Ballah, Cody Steelman, Kathleen Fitzgerald, Jamie Antis, Rob Brostoff, Kevin and Leesa Rutherford, Jackson Vanderpool, Clarice Wesley, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** Mayor Cramblett added Action Item, 5.g. Authorize Mayor Cramblett or City Administrator Zimmerman to Sign the Letter of Intent to Meet Conditions and said there would not be an executive session.
3. **Adoption of Consent Agenda.**
  - a. **Approval of June 22, 2015 Minutes.**
  - b. **Approval of June 25, 2015 Town Hall Minutes.**
  - c. **Approval of CH2M Contract to Operate the Wastewater Treatment Plant.**
  - d. **Approval of Mid-Columbia Home Repair Program IGA.**
  - e. **Approval of Mid-Columbia Community Action Heating Assistance.**
  - f. **Approval of CGRA Tourism Grant.**
  - g. **Ratification of the Bills in the Amount of \$249,928.69.**

Mayor Cramblett read the list of items on the Consent Agenda and said he would like to pull item 3.g. **Motion:** CM Fitzpatrick moved, seconded by CM Groves, to approve the Consent Agenda minus 3.g. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett.

Mayor Cramblett questioned the visa charges for shop supplies on page 6 of the June 29, 2015 check register. He said there are two charges, one for \$1,938.91 and one for \$900.00, and made on the same day. He said there is a \$2,500.00 employee spending limit. CM Walker asked if the charges were made to the same vendor. CM Walker said they are credit card charges so we don't know who the vendor is. CM Fitzpatrick said Council needs more information. CM Walker said if the charges were broken up to do away with the spending limit then there is a problem. CM Walker said the descriptions for these charges are too vague. Mayor Cramblett said he would like answers. **Motion:** CM Groves moved, seconded by CM Randall, to ratify the bills in the amount of \$249,928.69. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett.

4. **Public Hearings.** None.
5. **Action Items:**
  - a. **Appointment to Committees.** None.
  - b. **Appointment to City Council for Vacant Position.** Mayor Cramblett gave each Candidate a list of questions. He asked questions to be returned to CR Woosley by Tuesday, August 4<sup>th</sup>, for Council to review. He said each Candidate would be interviewed at the next meeting.
  - c. **Approve Ordinance No. 439 Regulating the Operation of Marijuana Facilities.** Mayor Cramblett explained that this is the second reading for Ordinance No. 439 and a vote would be taken by Council.

Cody Steelman said there is a procedure and process that has to be adhered to and that all boils down to the voters in the end. He said HB 3460 gave the City until May 31 to enact something. He said the City failed. He said the City is trying to restrict things with this ordinance but can't. He said the

definition of marijuana is different and this ordinance doesn't comply. Cody said the City is trying to restrict concentrates but this isn't going to work. He said the City is forcing people to do this in their own homes. He said the City has no right to deal with the liberties and freedoms of the people. He said this is a State manner. He said the issue with marijuana is changing day by day and asked why the City didn't sit back and figure out what the State is going to do.

CM Walker asked for clarification on concentrates. He asked if that was THC. Cody said yes and that could be concentrated into many different forms. CM Walker asked for clarification on substantial versus procedural law. Cody said substantial law deals with the rights of the people and procedural law is what the State allows the City to do. CM Walker asked about the May 31 deadline Cody referred to. Cody said that referred to HB 3460.

CM Fitzpatrick questioned someone making the concentrate in their homes. Cody explained that if the market place is stopped then people will be making it in their homes. He said there are dangerous processes that some people will do anyway. He said we need sensible regulations. He said no one is going to enforce this ordinance. He said there is a lot of money out there ready to fight the City on this one. He said he was just trying to point the City in the right direction.

Hood River County Drug Prevention Specialist Belinda Ballah said the trend is that our kids aren't seeing marijuana as something that is harmful to them. She reported on brain development at different ages. She said data provides information on IQ loss. She gave information on 8<sup>th</sup> grader's perception of risk that was done in 2009, which has resulted in a 33% drop since the legalization of marijuana in many states. She said the edibles are a big concern as the concentration of THC is not evenly distributed.

Belinda said she understood that cities and counties could institute place, time and manner restrictions on marijuana outlets and said this is what the ordinance is regulating.

CM Busdieker asked how the data compares to alcohol and cigarettes which she thought to be more dangerous. Belinda said she didn't agree with the statement that alcohol and cigarettes being infinitely more dangerous than marijuana. CM Busdieker said she was entitled to her own opinion. Belinda said the dramatic changes in trends are being seen in the marijuana use. CM Busdieker said she wanted to know how the numbers compared to alcohol and cigarette use. Belinda said she didn't have the specific numbers with her but could get that information for her. CM Busdieker said it wouldn't matter after tonight anyway.

Jamie said he has lived in town for 25 years and we should have dispensaries and eateries. He said some people can't smoke marijuana because of their lungs. He said the concentration is something that can make you well. He said no drink can do the same, maybe some wine but alcoholics can't have a glass of wine. He said hiding marijuana from children is ridiculous. He said God gave this plant to us. Jamie said a prior Governor legalized Hemp and imagine that out in the industrial property. He said this town wouldn't look like "backwardsville". He said Cascade Locks is not a progressive town and we need to get progressive where we live.

Jamie said he has kids and has admirations for his kids. He said if drugs were legalized all over the world there wouldn't be drug cartels. He said we need to get on board. He said marijuana is not going to hurt the kids. He said parents need to set the rules. Jamie said we need the dispensaries to be put in for the hikers to be able to relax. He said his Dad bought him marijuana when he was 12 years old and

has smoked pot for over 40 years. He said he is still alive and a lot of members of his family have died young.

Jamie said the City needs to change direction and think of this logically. He added that the employees should no longer be drug tested. He said people that smoke marijuana don't get sick. He said this should be an outlet for people. Jamie said open up the dispensaries and say no to Nestlé.

City Attorney Cleaveland asked Council if they had any questions regarding Measure 91. Mayor Cramblett stated Council wanted to put something in place regulating where dispensaries could be. City Attorney Cleaveland said it is medical dispensaries that are going in now and that are giving the recreational dispensaries a "foot in the door" while waiting on the OLCC regulations.

CM Busdieker reiterated that when the Council very decisively votes for something they should be listening to what the citizens have to say instead of doing their own thing because they think they know better. She said the Council is here to serve the people. She said the regulation of 1,000 ft. from where children congregate is very vague and could be better explained.

CM Walker said HRCDCPS Ballah said marijuana should be kept away from where kids are. He asked, "Where are kids in Cascade Locks?" He asked where are kids hanging out. Mayor Cramblett said the ordinance applies to anywhere kids are. He explained they may be at the school, in the park, or on the bike trails in the industrial park. CM Walker said there is a brewery in the park and asked how far the Cascade Inn is from the school grounds. He said he didn't remember walking past the three bars in town when he was a kid in school and wanting to have a drink. He said if telling the young people that marijuana is bad for them then they ought to also be told that drinking is bad. He said we are talking about medicinal marijuana and Cody said there was a May deadline. Cody said he was referring to HB 3460 that allowed a moratorium until May 31, 2015. City Attorney Cleaveland explained the moratorium that allowed cities and counties to ban medical marijuana dispensaries for a year. He said now cities and counties can do time, place, and manner restrictions. CM Walker said then that could be anywhere in the city limits. Mayor Cramblett said Cascade Locks has a small city limits so there will be limited areas here.

CR Woosley read the second reading of Ordinance No. 439 in full. The motion passed with CM's Groves, Randall, Fitzpatrick, and Mayor Cramblett voting in favor. CM's Busdieker and Walker opposed.

**d. Approve Aquifer Study.** Mayor Cramblett explained that Nestlé had already hired someone to do this study so the City would like to hire Aspect Consulting to review the study that has already been done at a cost of \$2,500.00 instead of spending \$20,000.00 to repeat the study. **Motion:** CM Fitzpatrick moved, seconded by CM Walker, to approve \$2,500.00 for Aspect Consulting to review the study with the understanding that Council may want more information later.

CM Busdieker said she is not in favor of using old data or using information that Nestlé has provided. She said the City should be using someone that is not affiliated with Nestlé. She said the aquifer capacity and induced flow from the Columbia is not as big an issue as finding out where the source of the water actually is. She said without knowing where the water starts you can't determine knowledgably how much water we actually have. Mayor Cramblett said from what he has read in the reports is that there is confirmation of where the water comes from. He explained that Aspect Consulting is the City's agent and there is not any reason to spend money for something that has already been done. He said the hydrogeologists are saying that the water comes from Herman Creek and Dry Creek. Mayor Cramblett said the information is coming from the hydrogeologist. CM Busdieker

said she spoke with a hydrogeologist and was told that she was right. She said some of this information is from 1969 and a lot can change in 40 years. Mayor Cramblett explained that it is a study that is taking information gathered from several agencies through the years up to this point.

CM Busdieker asked when the last withdrawal study was done showing withdrawal at 100%. She said 50 year old numbers are not good enough for her. Mayor Cramblett explained the withdrawal and recovery of the wells. He said 1,000 gallons was pulled out of the well for 24 hours and recovered immediately. He said the study states that the well remains level with the level of the river. CM Busdieker said we are in a drought now and everything has changed. Mayor Cramblett said we are in an agricultural drought and explained where Hood River gets their water. DM Busdieker said she has seen reports indicating differently. Mayor Cramblett said he has been all over these mountains and knows where the water from Mt. Hood goes. He said Cascade Locks gets their water from the mountains behind us and most of that from rain fall. CM Busdieker said we are not getting a lot of rain this year. She said if the rain keeps dropping off, then you can't keep saying that Cascade Locks gets a certain number of inches per year, or you are misleading the public. She said we do not have any snow pack, which is part of the total precipitation. Mayor Cramblett said these mountains do not get a lot of snow pack and we mostly rely on rain fall. He said we are in good shape to produce water. **Motion:** The motion passed with CM's Groves, Randall, Fitzpatrick, Walker, and Mayor Cramblett voting in favor. CM Busdieker opposed.

**e. Approve Fire Captain Leave of Absence.** City Attorney Cleaveland said he is working on an employment agreement with consideration of \$2,000.00 per month for Jessica Bennett who will be assisting with management during SC Metheny's leave. **Motion:** CM Fitzpatrick moved, seconded by CM Busdieker, to approve the leave of absence for Station Captain Metheny. CM Groves asked if SC Metheny was going to receive wages during the leave. Mayor Cramblett said he was not. CM Walker asked what Jessica's qualifications were. Mayor Cramblett stated that Jessica is currently in the Paramedic program and we would still have a Paramedic on duty. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett. CR Woosley said the employment agreement would come before Council at their next meeting.

**f. Approve Res. 1334 for SCA Grant for Forest Lane.** CR Woosley pointed to the map attached to the Resolution showing the sections of Forest Lane to be worked on. CM Walker asked for the provisions of the grant. He said he sees no provision for base work and knows that a lot of work shown in the pictures is going to need to have base work. He said he is not a fan of chip sealing. Mayor Cramblett said we are just trying to extend the life of the road. CM Walker said you are going to be throwing away good money if you don't have the base work. He said we can go ahead and apply for the grant but he wants more information about this project. **Motion:** CM Fitzpatrick moved, seconded by CM Randall, to approve Resolution No. 1334 and allow some possible changes in the scope of the project with the same amount of money. He said if money is needed for base work then the amount of the project would be shortened. CM Walker said he would be abstaining as he works for ODOT. The motion passed with CM's Groves, Randall, Fitzpatrick, Busdieker, and Mayor Cramblett voting in favor. CM Walker abstained.

**g. Authorize Mayor Cramblett or City Administrator to Sign the Letter of Intent to Meet Conditions (added).** Mayor Cramblett explained that information was received today that the Letter of Intent to Meet Conditions for the water project loan would need to be signed before the next meeting. **Motion:** CM Groves moved, seconded by CM Randall, to authorize the Mayor or City Administrator to

sign the Letter of Intent to Meet Conditions. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Clarice Wesley said she is the spokesperson for the Wanapum Tribe to speak against Nestlé. She said we are the fishermen and we are organizing and getting tons of petitions out to reject any proposition from Nestlé. She said they want to make their concerns clear and doesn't want to see any community living in poverty. She said Nestlé will devastate the fishermen and their livelihood. Clarice said they will protest to the end, blocking trucks, not leaving the Spring, and do everything possible to stop this. She urged Council to stop this now as they have four powerful tribes and suggested that minds be put together to come up with some other way to sustain living in Cascade Locks. She said she was here to inform Council of their intentions. She said this is a culturally sensitive spot and is a sacred spot. She said the selling of that specific spring would be a desecration of their spiritual practices. Clarice said the Tribal Elders from Warm Springs were supposed to attend this meeting tonight and wasn't sure why they weren't here.

Clarice said regular people are expected to follow state, city, county, and tribal laws so the government should respect the treaty of 1855. She said the Tribes have to be able to provide input when something affects water quality, quantity, and fish habitat. She said it was made very clear in a letter that the Tribes oppose any proposal from Nestlé.

Clarice said all four tribes will be meeting with the Governor. She recommended the City call Nestlé and say forget about coming to Cascade Locks. She said 1% of the world's water is drinkable and asked the Council if they wanted a corporation to own our drinkable water.

Jill Andrick stated that she lives on her sailboat in North Portland Harbor on the Columbia River. She said she is aware of desirability and necessity of clean fresh water flowing throughout the region. She respectfully requested the Council deny approval for Nestlé Waters North America to privatize Oxbow Spring water and adjacent aquifers of the Columbia River system for their corporate profits at the expense of future generations of citizens in Oregon and Washington. Jill spoke of Nestlé and underground water in California. She reported that Nestlé CEO Peter Brabech said from his office in Europe that he believed that public access to water is not a right of the people. She said that she didn't think that a for-profit company whose headquarters are located in Europe has the right to appropriate a natural resource from citizens of the Pacific Northwest.

Jill said that diminishing river flows are causing overheating of the Columbia River and is damaging vital fisheries and concentrating pollutants in the lower Columbia River system. She said lower water levels in the navigation channel could hamper our ability to participate in international shipping to transport our goods and produce to markets. Jill said the promise of 50 jobs for Cascade Locks doesn't justify the potential cost to future generations should Nestlé act as they have in disrespecting the citizens of California. She urged Council to deny issuing permits to Nestlé to take our precious natural resource.

Aurora del Val said she had some follow up questions from the June 25<sup>th</sup> Town Hall. She asked what the questions were that were asked at the Town Hall; how can the public be assured that all written questions and comments were accounted for; what Council's responses are to the questions and concerns; where can the public access this question and answer information; what kind of follow-up is the city doing; and how will the follow-up be communicated to the entire community. She said it has been very challenging getting information or any kind of response. She said since there was a very

large turn-out at the Town Hall it would be helpful for all to be on the same page. She offered her services to help type or categorize the information.

Mayor Cramblett explained that Council received the information tonight. He said Staff put the information together and now Council will review that information and make any changes or comments. Aurora asked how the public will be informed. Mayor Cramblett said the information will be available on the website. CR Woosley explained that the 24 page document was just completed and Council will make the decision as to when it is complete and how it gets distributed to the public.

Jamie Antis said GMO labeling is a big thing. He said he has a problem with someone being on a finance committee that was once the City Administrator. He said this is double jeopardy and this person would be too tightly knit to be a part of this committee. Jamie said Nestlé is going on and there are a lot of oil rail cars that want to go through the Gorge on the Oregon and Washington sides of the river. He said people in the Gorge have to pay attention. He said the people in Portland are fighting our battles for us. He said these are the same people that are saying no to Nestlé. He said we have to stand up for something. Jaime said we don't need jobs here. He said we need to take care of what we have.

Cody Steelman asked where are the utility rates reflected in the budget. He said every City Administrator tells him that the budget sets the rates for the electric utility. He said ORS 225.100 states there is supposed to be a form showing the rates. He asked for the written statement for the rate for this year, which is required every year. City Attorney Ruben asked if that pertained to municipal utilities. Cody stated that it was. City Attorney Ruben said that ORS 221 is the municipal chapter. Cody said the City is not in compliance with the law.

Cody said the City Council cannot enforce the ordinance that was passed tonight.

Kathleen Fitzgerald said she was listening to the Town Hall meeting on You Tube and CA Zimmerman was talking about the tax abatement and wages that would be paid. She asked when the 50 jobs would be offered and how the tax abatement works. She said she would like that information on the City's website by the next meeting because she needs to know how that works. She asked if there was one or two 4" pipes and asked how the Oxbow Springs access collaborates with the other well that Nestlé is going to drill and pay for. She asked if this is part of the water project. Kathleen asked if the Mayor is saying that the water that feeds Cascade Locks is coming only from water fall. Mayor Cramblett said there is snow melt but the majority is from rain. Mayor Cramblett said the water is not coming from Mt. Hood. Kathleen told the Mayor that he didn't know exactly where the water came from but somewhere in the hills where he goes all the time. She asked the Mayor if he had proof of that. Mayor Cramblett said he has the hydrogeologist report. Kathleen said then the Mayor is saying that the source of the water is from Herman and Dry Creeks. City Attorney Cleaveland said this is getting off topic. Kathleen asked the Mayor if he didn't like being cross examined. City Attorney Cleaveland said this is Public Comment. Kathleen said she has questions for Council. City Attorney Cleaveland said this is time for Public Comment.

Someone from the audience asked about the JWGED meeting. CR Woosley confirmed that the agenda was on the City's website and informed them where to find it. She said if there were any questions about the meeting they should contact City Administrator Zimmerman or Port Manager Koch. Questions continued about the JWGED meeting. CR Woosley explained that the Committee is a subgroup of the Council and Port Commission and that the agenda states they would be working on a pros and cons list for a Nestlé opportunity.

**7. Reports and Presentations.**

**a. City Committees.**

**b. City Administrator Zimmerman Report.** Mayor Cramblett stated that any Councilor that wants to attend the LOC Conference should get their registration into CR Woosley. He reported that the gym floor was complete and thanked the Lions for their donation, the HRCSD and Public Works Crew for getting this done. Mayor Cramblett said as part of the water system improvement project there are archeological tests being performed around town. He said preliminary indications are that the material they are finding is "period" but not historic. Mayor Cramblett said that BPA will be instituting an increase for power and transmission and this increase will be in effect as of October 1<sup>st</sup>.

Mayor Cramblett said the draft meeting notes and responses to questions from the Town Hall are attached to CA Zimmerman's staff report. He has asked Council to review the responses and report any additional comments or changes to CA Zimmerman before the next meeting.

**8. Mayor and City Council Comments.** CM Fitzpatrick thanked everyone for attending the meeting and for their comments. He reminded everyone that Oregon is the 4<sup>th</sup> in the nation for handing out food stamps and has 18% unemployment. He said it would be hard to turn down any kind of economic development.

CM Walker thanked the Cascade Locks Emergency Services for a job well done for him personally. He said he appreciates their hard work.

CM Busdieker said she is disgusted with the lack of consideration for anything that doesn't fit with Council's narrow world view with Nestlé and the marijuana issues. She said the time for selling our natural resources for profit is in the past. She said a lot of people in town would like to see those natural resources preserved. She said just because there is plenty of water now doesn't mean we will have plenty in the future. CM Busdieker said Nestlé is a disaster waiting to happen and asked if the water could be put into a trust and sell some kind of water insurance for other local communities to help them out when they are in a distressed situation. She said this would be a better use and hoped the City would consider this.

CM Randall thanked everyone for attending the meeting. He said there are some deep complicated issues that Council is reviewing. He said Council is looking hard at all the issues and not just giving things a pass. He said there are things that society has accepted such as alcohol but that doesn't mean there aren't any issues with that. CM Randall said he knew there was a vacant position on the JWGED Committee and informed the Mayor of his interest in being on that committee.

CM Groves said she appreciated the comments from the audience. Jamie, from the audience, asked if anyone watched Blue Gold. He said Council isn't paying attention.

Mayor Cramblett said he is relying on the hydrogeologist's reports. He said it is frustrating when everyone else can say what they want to say but Council doesn't get the chance. He said he would be agreeing with the hydrogeologists. Mayor Cramblett said the transfer allows the Spring to run year round. He said this is a win-win for the fish. Clarice, from the audience, said there is 100 million gallons of water that won't be going into the Columbia River and will affect water temperature and level. She said the water rights transfer application is illegal because it completely ignores the 1855 Treaty, which gives the Tribes a say so in fish habitat, water quantity, and water quality. She said it is never going to be all right to sell water. Mayor Cramblett said the City is communicating with the Tribes.

Mayor Cramblett thanked the Electric Department, the Port employees, and the Public Works Department for working together on the substation. He thanked the Public Works Department for cleaning the streets before Sternwheeler Days.

Mayor Cramblett said there would be a Museum Membership Meeting on Wednesday, July 29<sup>th</sup>, at the Museum. He said a family membership is \$35.00 and anyone purchasing membership on that night would receive two excursion tickets for the SW Columbia Gorge.

CM Busdieker said she sent a letter to the Mayor to let him know that she was interested in being part of the JWGED. Mayor Cramblett said he just received that tonight.

9. **Other matters.** None.
10. **Executive Session per ORS 192.660 (2) (i) Performance Evaluations of Public Officers and Employees (cancelled).**
11. **Adjournment. Motion:** CM Groves moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, and Mayor Cramblett. The meeting was adjourned at 9:15 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

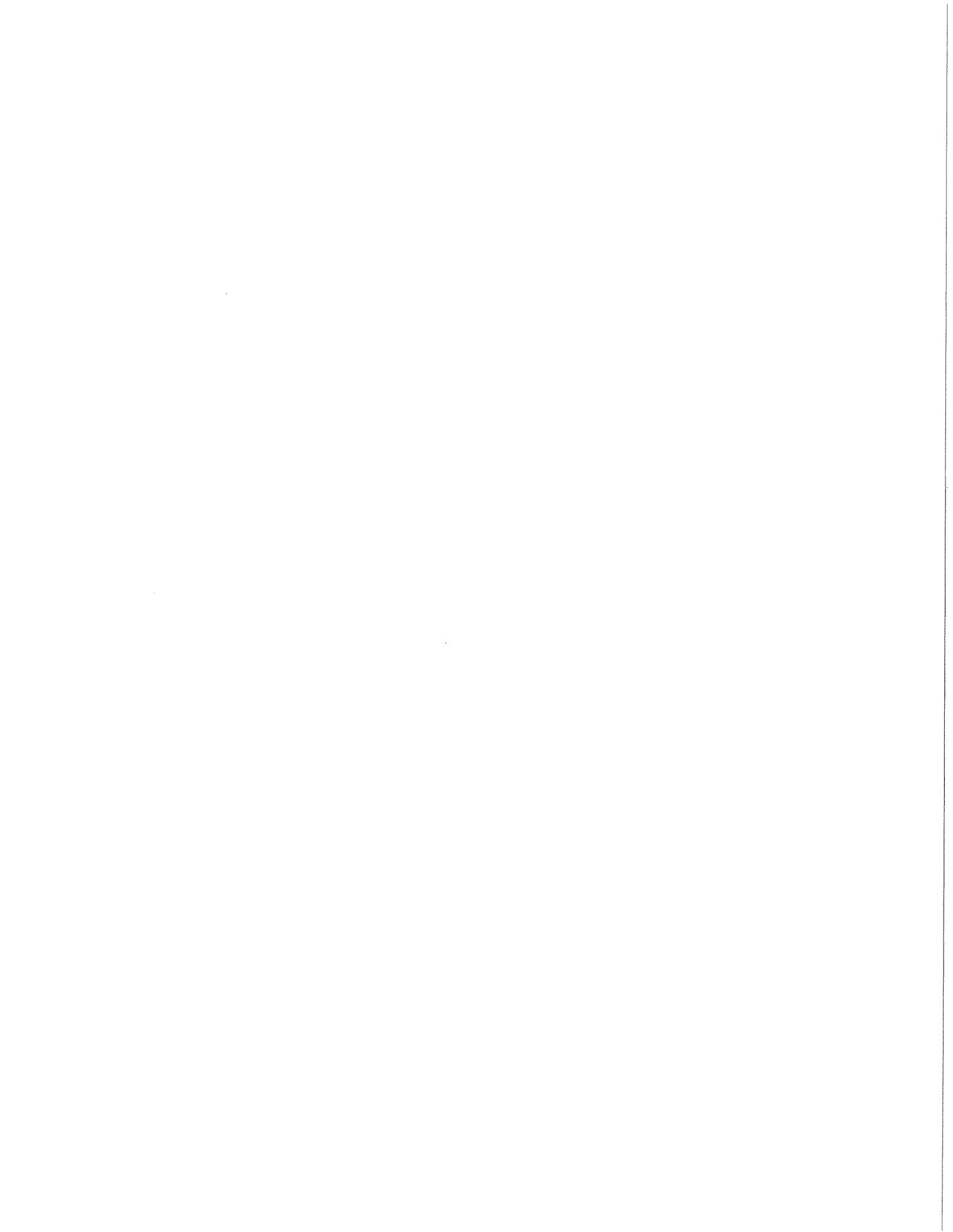
DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
7/24/2015	PR	\$ 50,555.08
7/31/2015	A/P	\$ 166,174.18

GRAND TOTAL \$ 216,729.26

APPROVAL:

\_\_\_\_\_  
Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6102	07/15	07/31/2015	30	213672	ADVANCED HYDRAULIC SUPPLY LLC	100" Rock/SSN-10	5140562201	144.11
Total 6102:								
6103	07/15	07/31/2015	6900	V502417	BSK Associates	water testing	2140562150	45.00
Total 6103:								
6104	07/15	07/31/2015	6893	187	Bullseye Builders	Rebar cage for substation	5645163941	760.00
Total 6104:								
6105	07/15	07/31/2015	610	645787	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562850	215.00
Total 6105:								
6106	07/15	07/31/2015	740	66455	CASELLE, INC.	August 2015 Support	5140662082	1,220.00
Total 6106:								
6107	07/15	07/31/2015	790	313230273 7	CENTURYLINK	Fire Department Phones	0540562050	134.87
6107	07/15	07/31/2015	790	313401451 7	CENTURYLINK	Treatment Plant	3140562050	116.37
6107	07/15	07/31/2015	790	313470082 7	CENTURYLINK	City Hall Phones	0140162050	382.69
6107	07/15	07/31/2015	790	313785538 7	CENTURYLINK	telemetry	2140562050	125.98
6107	07/15	07/31/2015	790	313785538 7	CENTURYLINK	telemetry	3140562050	125.99
6107	07/15	07/31/2015	790	313891134 7	CENTURYLINK	Emergency/ After Hours	5140562050	122.66
6107	07/15	07/31/2015	790	313891134 7	CENTURYLINK	Emergency/ After Hours	5140662050	30.66
6107	07/15	07/31/2015	790	314228414 7	CENTURYLINK	Lift Station	3140562050	38.62
6107	07/15	07/31/2015	790	320153997 7	CENTURYLINK	well house dialer	2140562050	9.01
Total 6107:								
6108	07/15	07/31/2015	810	358181	CESSCO, INC	discharge hose, suction hose, fitting	2140562860	352.25
Total 6108:								
6109	07/15	07/31/2015	6837	PROPL/LAB	CIS Trust	2015-16 Property/Liability Insurance Ren	0140362060	3,463.32

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6109	07/15	07/31/2015	6837	PROPLIAB	CIS Trust	2015-16 Property/Liability Insurance Ren	0140462060	1,758.79
6109	07/15	07/31/2015	6837	PROPLIAB	CIS Trust	2015-16 Property/Liability Insurance Ren	0340562060	3,262.24
6109	07/15	07/31/2015	6837	PROPLIAB	CIS Trust	2015-16 Property/Liability Insurance Ren	0540562060	15,673.57
6109	07/15	07/31/2015	6837	PROPLIAB	CIS Trust	2015-16 Property/Liability Insurance Ren	2140562060	7,372.46
6109	07/15	07/31/2015	6837	PROPLIAB	CIS Trust	2015-16 Property/Liability Insurance Ren	3140562060	12,358.55
6109	07/15	07/31/2015	6837	PROPLIAB	CIS Trust	2015-16 Property/Liability Insurance Ren	5140562060	7,813.02
6109	07/15	07/31/2015	6837	PROPLIAB	CIS Trust	2015-16 Property/Liability Insurance Ren	5140662060	4,031.89
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	0121052	895.03
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	0121052	2,080.59
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	0140862023	56.90
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	0321052	2,106.08
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	0321052	176.34
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	0521052	4,077.63
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	0540561060	1,719.23
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	1721052	134.90
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	2121052	2,089.43
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	3121052	518.32
6109	07/15	07/31/2015	6837	WC 2015-16	CIS Trust	2015-16 WC Insurance	5121052	11,412.66
Total 6109:								81,000.95
6110	07/15	07/31/2015	1090	JUNE 2015	COLUMBIA GORGE RACING ASSOCIA	2015 CGRA Grant	0840562115	3,825.00
Total 6110:								3,825.00
6111	07/15	07/31/2015	1120	B108998	COLUMBIA HARDWARE, LLC	painting supplies	0540562440	29.21
6111	07/15	07/31/2015	1120	B109464	COLUMBIA HARDWARE, LLC	Concrete for headstone placement	1740562519	47.88
6111	07/15	07/31/2015	1120	B109735	COLUMBIA HARDWARE, LLC	3/4" FIP SILLCK	2140562560	6.99
Total 6111:								84.08
6112	07/15	07/31/2015	4910	100543801 7	David Rogers	Refund Deposit	5121130	151.22
Total 6112:								151.22
6113	07/15	07/31/2015	6779	072715	Dennis Mulienburg	Reissue lost check	0540562441	52.92
Total 6113:								52.92
6114	07/15	07/31/2015	1420	1880	DENNIS V. SNYDER JR. CONTRACTO	deliver rock, compact rock for substation	5645163941	586.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6114:								
6115	07/15	07/31/2015	1530	JULY 2015	DISH NETWORK	Programming	4140562740	400.00
Total 6115:								
6116	07/15	07/31/2015	1550	2015032607	DO/BLM	IRPG	0540562360	37.61
Total 6116:								
6117	07/15	07/31/2015	6854	JULY 2015	Gordon Zimmerman	CA Expense	0140162094	141.41
6117	07/15	07/31/2015	6854	JULY 2015	Gordon Zimmerman	Electric T&T	5140662020	153.37
6117	07/15	07/31/2015	6854	JULY 2015	Gordon Zimmerman	Electric T&T	5140662020	153.37
Total 6117:								
6118	07/15	07/31/2015	2580	13218	HOOD RIVER SAND & GRAVEL	concrete substation	5645163941	1,112.48
6118	07/15	07/31/2015	2580	72101	HOOD RIVER SAND & GRAVEL	concrete substation	5645163941	880.38
Total 6118:								
6119	07/15	07/31/2015	2700	2015	IIMC	2015-16 Membership Dues	0140162030	155.00
Total 6119:								
6120	07/15	07/31/2015	2980	7092731-00-	L.N. CURTIS & SONS	Balance of original invoice	0540562440	110.00
Total 6120:								
6121	07/15	07/31/2015	3050	16606	LEAGUE OF OREGON CITIES	Annual Membership FY 15/16	0140162030	952.05
Total 6121:								
6122	07/15	07/31/2015	3160	071715	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2140562870	14.27
6122	07/15	07/31/2015	3160	072815	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462520	3.96
Total 6122:								
6123	07/15	07/31/2015	3450	2014-15	MID-COLUMBIA COMM. ACTION COU	balance of unused energy assistance	0140862027	945.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6123	07/15	07/31/2015	3450	2014-15	MID-COLUMBIA COMM. ACTION COU	balance of unused energy assistance	5140562138	3,000.00
Total 6123:								3,945.00
6124	07/15	07/31/2015	4020	ME116718	ODOT-FUEL SALES	Fuel	0140462530	120.08
6124	07/15	07/31/2015	4020	ME116718	ODOT-FUEL SALES	Fuel	0540562420	299.83
6124	07/15	07/31/2015	4020	ME116718	ODOT-FUEL SALES	Fuel	2140562530	106.75
6124	07/15	07/31/2015	4020	ME116718	ODOT-FUEL SALES	Fuel	3140562530	106.75
6124	07/15	07/31/2015	4020	ME116718	ODOT-FUEL SALES	Fuel	5140562200	527.41
6124	07/15	07/31/2015	4020	ME116855	ODOT-FUEL SALES	Fuel	0140462530	145.20
6124	07/15	07/31/2015	4020	ME116855	ODOT-FUEL SALES	Fuel	0340562530	76.94
6124	07/15	07/31/2015	4020	ME116855	ODOT-FUEL SALES	Fuel	0540562420	498.15
6124	07/15	07/31/2015	4020	ME116855	ODOT-FUEL SALES	Fuel	2140562530	178.16
6124	07/15	07/31/2015	4020	ME116855	ODOT-FUEL SALES	Fuel	3140562530	178.16
6124	07/15	07/31/2015	4020	ME116855	ODOT-FUEL SALES	Fuel	5140562200	924.02
Total 6124:								3,161.45
6125	07/15	07/31/2015	6780	20059851	Ricoh Americas Corporation	Lease	0140162120	236.80
Total 6125:								236.80
6126	07/15	07/31/2015	5040	352	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	550.00
Total 6126:								550.00
6127	07/15	07/31/2015	5180	51812	SCHLOSSER MACHINE INC.	1"x8 FB, 16x16x1/4 plates, 6"x1 1/8 bolts	5645163941	376.00
6127	07/15	07/31/2015	5180	51813	SCHLOSSER MACHINE INC.	1 1/2 x 4 FB hold downs	5645163941	1,055.00
Total 6127:								1,431.00
6128	07/15	07/31/2015	6965	2	Sofia Urrutia-Lopez	contract support tourism	0640562110	446.50
Total 6128:								446.50
6129	07/15	07/31/2015	5510	8035085606	STAPLES CONTRACT & COMMERCIA	toner, batteries and paper	0140162010	291.32
6129	07/15	07/31/2015	5510	8035085606	STAPLES CONTRACT & COMMERCIA	Orange Pape	0640562010	13.19
Total 6129:								304.51

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6130	07/15	07/31/2015	5650	135901	T & R ELECTRIC SUPPLY CO.	100 KVA Single Phase Pad Mount	5140562780	1,913.00
Total 6130:								1,913.00
6131	07/15	07/31/2015	5660	12074	TANNINEN REPAIR SERVICE LLC	Engine 93 Service	0540562441	636.30
Total 6131:								636.30
6132	07/15	07/31/2015	5810	172177	THE STEEL YARD, INC	#8 1in Rebar	5645163941	363.55
Total 6132:								363.55
6133	07/15	07/31/2015	6070	930783	TWGW, INC NAPA AUTO PARTS	jd weld, gunk cleaner, fluids	0540562441	37.29
6133	07/15	07/31/2015	6070	931114	TWGW, INC NAPA AUTO PARTS	connectors, terminals, fiber/glass cloth	0540562441	32.00
6133	07/15	07/31/2015	6070	931632	TWGW, INC NAPA AUTO PARTS	retro red	0540562441	22.26
6133	07/15	07/31/2015	6070	931685	TWGW, INC NAPA AUTO PARTS	retro red, battery box, spray adhesive	0540562441	67.06
6133	07/15	07/31/2015	6070	931839	TWGW, INC NAPA AUTO PARTS	retro red	0540562441	55.65
6133	07/15	07/31/2015	6070	932155	TWGW, INC NAPA AUTO PARTS	wheel seal, pwrsteering fluid, funnel, axel	5140562201	62.40
6133	07/15	07/31/2015	6070	932163	TWGW, INC NAPA AUTO PARTS	slotted P, SQ HD PLU	5140562201	.92
Total 6133:								277.58
6134	07/15	07/31/2015	6937	283043081	US Bank Equipment Finance	contract payment	5645163941	1,293.61
Total 6134:								1,293.61
6135	07/15	07/31/2015	4910	601368403 7	Willi Zack	Refund Deposit	5121130	292.20
Total 6135:								292.20
6136	07/15	07/31/2015	6997	1630840	Wflmer Public Safety Group, Inc.	red head 1 1/2" Face gaskey	0540562350	83.91
Total 6136:								83.91
6137	07/15	07/31/2015	6690	072115	WOOSLEY, KATHY	Reimburse Mileage	0140162020	25.88
Total 6137:								25.88
6138	07/15	07/31/2015	6740	D1879301	ZEE MEDICAL INC	First Aid Cabinet	0140162010	106.62

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6138:								
6139	07/15	07/31/2015	6110	JULY 2015	U.S. POSTAL SERVICE	UB Postage	0140162055	286.36
Total 6139:								
7311501	07/15	07/31/2015	6080	JUNE 2015	U S BANK	Bank Fees	0140162110	303.54
Total 7311501:								
Total 7311502:								
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	flower pots	0140462520	47.52
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	weed eater string, weed eater head	0140462520	44.98
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	fuel for rental car-jesse	0540562022	7.50
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	rental car-jesse-paramedic testing	0540562022	90.02
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	tire for backhoe	2140562441	316.50
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	weed eater string, weed eater head	2140562560	44.97
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	tire for backhoe	5140662201	316.50
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	credit from westside concrete	5645163941	110.00
7311502	07/15	07/31/2015	6090	2305 7/15	U S BANK CC	snapties for new stop	5645163941	116.00
Total 7311502:								
7311503	07/15	07/31/2015	6090	2974 7/15	U S BANK CC	lpad data plan	0540562050	14.99
Total 7311503:								
Total 7311504:								
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	PA System	0140162010	178.98
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	camera parts for town hall	0140162010	29.42
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	Fire Station Motherboard	0540562010	63.92
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	Natl Registry-J. Metheny Paramedic panel for kiosk at Mutt Falls	0540562022	110.00
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	5 gal water cooler, red spray paint, wedg	0840562160	162.00
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	3 1/2"x5 still seal, swivel eye snap, ss cla	5140562900	31.62
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	5 gal water cooler, red spray paint, wedg	5645163941	38.74
7311504	07/15	07/31/2015	6090	4545 7/15	U S BANK CC	light bulbs, swivel eye snap, metal duct cl	5645163941	71.52
Total 7311504:								
7311505	07/15	07/31/2015	440	JUN15-PWR	BPA	June Power Bil	5140562820	37,435.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7311505	07/15	07/31/2015	440	JUN15-PWR	BPA	June Power Bill	5140662820	6,766.00 M
7311505	07/15	07/31/2015	440	JUN15-TRNO	BPA	June Transmission Bill	5140562821	9,345.00 M
7311505	07/15	07/31/2015	440	JUN15-TRNO	BPA	June Transmission Bill	5140562821	1,696.00 M
Total 7311505:								55,222.00
Grand Totals:								166,174.18

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	12,650.44-	12,650.44-
01-21052	2,975.62	.00	2,975.62
01-401-62010	605.34	.00	605.34
01-401-62020	25.88	.00	25.88
01-401-62030	1,107.05	.00	1,107.05
01-401-62050	382.69	.00	382.69
01-401-62055	286.36	.00	286.36
01-401-62094	141.41	.00	141.41
01-401-62110	303.54	.00	303.54
01-401-62120	236.80	.00	236.80
01-403-62060	3,463.32	.00	3,463.32
01-404-62060	1,758.79	.00	1,758.79
01-404-62520	96.46	.00	96.46
01-404-62530	266.28	.00	266.28
01-408-62023	56.90	.00	56.90
01-408-62027	945.00	.00	945.00
03-21010	.00	5,621.60-	5,621.60-
03-21052	2,282.42	.00	2,282.42
03-405-62060	3,262.24	.00	3,262.24
03-405-62530	76.94	.00	76.94
05-21010	.00	23,853.92-	23,853.92-
05-21052	4,077.63	.00	4,077.63
05-405-61060	1,719.23	.00	1,719.23
05-405-62010	63.92	.00	63.92
05-405-62022	207.52	.00	207.52
05-405-62050	149.86	.00	149.86
05-405-62060	15,673.57	.00	15,673.57
05-405-62350	121.52	.00	121.52
05-405-62420	797.98	.00	797.98
05-405-62440	139.21	.00	139.21
05-405-62441	903.48	.00	903.48
08-21010	.00	4,446.69-	4,446.69-
08-405-62010	13.19	.00	13.19
08-405-62110	446.50	.00	446.50
08-405-62115	3,825.00	.00	3,825.00
08-405-62160	162.00	.00	162.00
17-21010	.00	182.78-	182.78-
17-21052	134.90	.00	134.90

GL Account	Debit	Credit	Proof
17-405-62519	47.88	.00	47.88
21-21010	.00	11,426.77-	11,426.77-
21-21052	2,089.43	.00	2,089.43
21-405-62050	134.99	.00	134.99
21-405-62060	7,372.46	.00	7,372.46
21-405-62080	550.00	.00	550.00
21-405-62150	45.00	.00	45.00
21-405-62441	316.50	.00	316.50
21-405-62530	284.91	.00	284.91
21-405-62560	404.21	.00	404.21
21-405-62650	215.00	.00	215.00
21-405-62670	14.27	.00	14.27
31-21010	.00	13,442.76-	13,442.76-
31-21052	518.32	.00	518.32
31-405-62050	280.98	.00	280.98
31-405-62060	12,358.55	.00	12,358.55
31-405-62530	284.91	.00	284.91
41-21010	.00	400.00-	400.00-
41-405-62740	400.00	.00	400.00
51-21010	.00	87,523.03-	87,523.03-
51-21052	11,412.66	.00	11,412.66
51-21130	443.42	.00	443.42
51-405-62050	122.66	.00	122.66
51-405-62060	7,813.02	.00	7,813.02
51-405-62138	3,000.00	.00	3,000.00
51-405-62200	1,451.43	.00	1,451.43
51-405-62201	207.43	.00	207.43
51-405-62780	1,913.00	.00	1,913.00
51-405-62820	37,435.00	.00	37,435.00
51-405-62821	9,345.00	.00	9,345.00
51-405-62900	31.62	.00	31.62
51-406-62020	306.74	.00	306.74
51-406-62050	30.66	.00	30.66
51-406-62060	4,031.89	.00	4,031.89
51-406-62082	1,220.00	.00	1,220.00
51-406-62201	316.50	.00	316.50
51-406-62820	6,756.00	.00	6,756.00
51-406-62821	1,686.00	.00	1,686.00
56-21010	110.00	6,736.19-	6,626.19-
56-451-63941	6,736.19	110.00-	6,626.19

GL Account	Debit	Credit	Proof
Grand Totals:	166,394.18	166,394.18	.00

Report Criteria:  
Report Type: GL detail

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: July 30, 2015**

**For City Council Meeting on: August 10, 2015**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Gordon Zimmerman, City Administrator**

**SUBJECT: Selection of Bond Counsel**

**SYNOPSIS:** Now that the City has received and signed the letter of conditions for the USDA RUS loan of \$3,764,515 for the Water System Improvement Project, we need to select Bond Counsel to help with two issues, securing interim financing and working with USDA on the development of the loan (bond) documents. Only three firms in Portland provide bond counsel services. They provided the following quotes for the two functions:

Firm	Interim Financing	USDA Loan	Total			
Orrick, Herrington & Sutcliffe	\$5,000	\$7,500	\$15,000	\$17,500	\$20,000	\$25,000
Hawkins, Delafield & Wood	\$11,000		\$9,500		\$20,500	
Merserau Shannon	\$7,500		\$9,500		\$17,000	

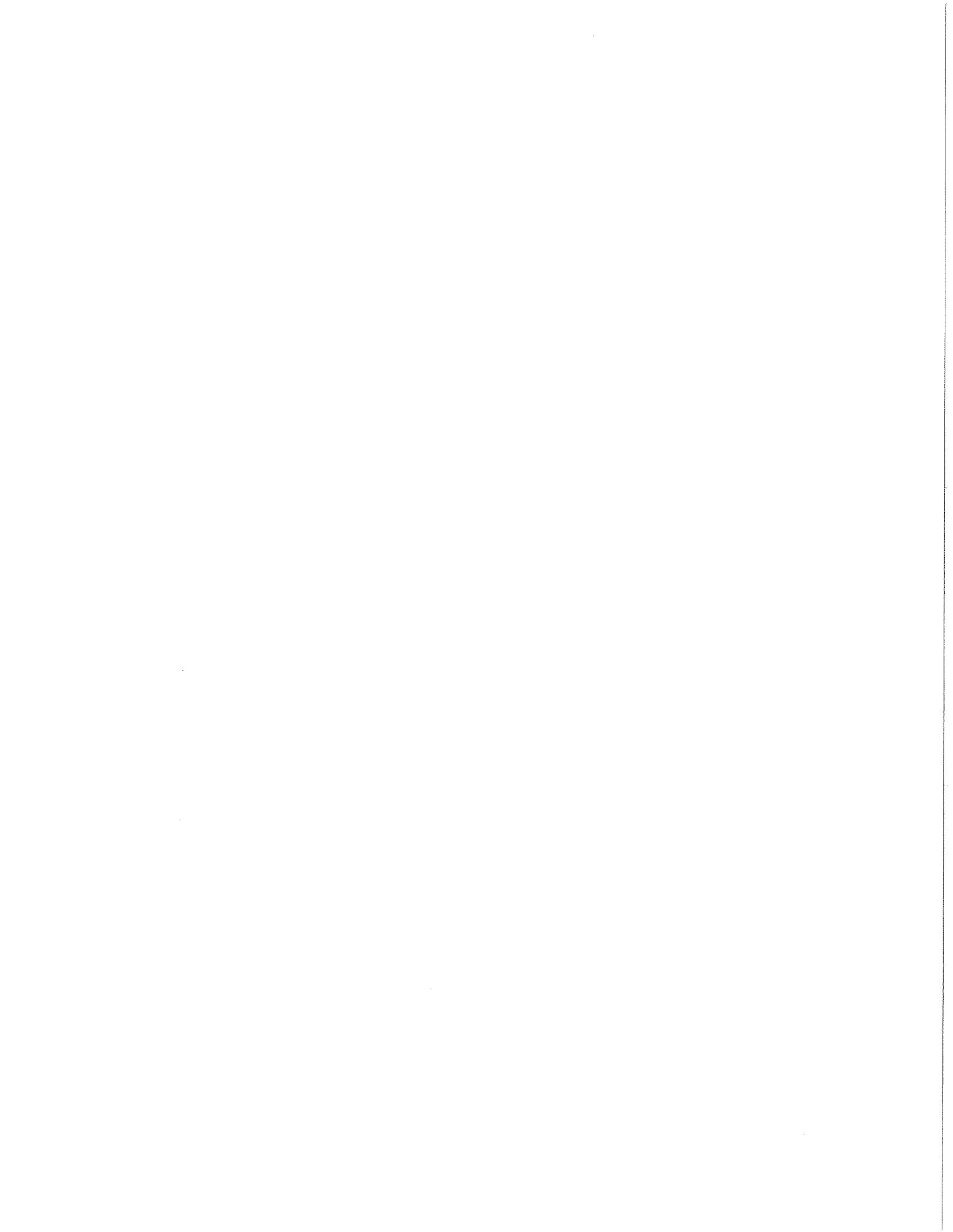
Since we must do the interim financing to actually pay for the project, then do the paperwork for the USDA Loan, it makes sense to secure the same firm to do both functions. While Orrick, Herrington & Sutcliffe gave a range for the interim financing that topped out at the next lowest bid, their bid for the USDA was substantially more than Merserau Shannon.

Upon selection of one of the above firms, I will begin the process to seek interim financing for the project.

**CITY COUNCIL OPTIONS:** Select one of the three bidders for the Water System Improvement Project Bond Council.

**RECOMMENDED MOTION:** "I move to appoint Merserau Shannon as bond counsel for the City of Cascade Locks Water System Improvement Project."

**Financial Review:** The cost for the Counsel is included in the budget for the project.



AGENDA ITEM NO: 5d

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** July 30, 2015

**For City Council Meeting on:** August 10, 2015

**TO:** Honorable Mayor and City Council

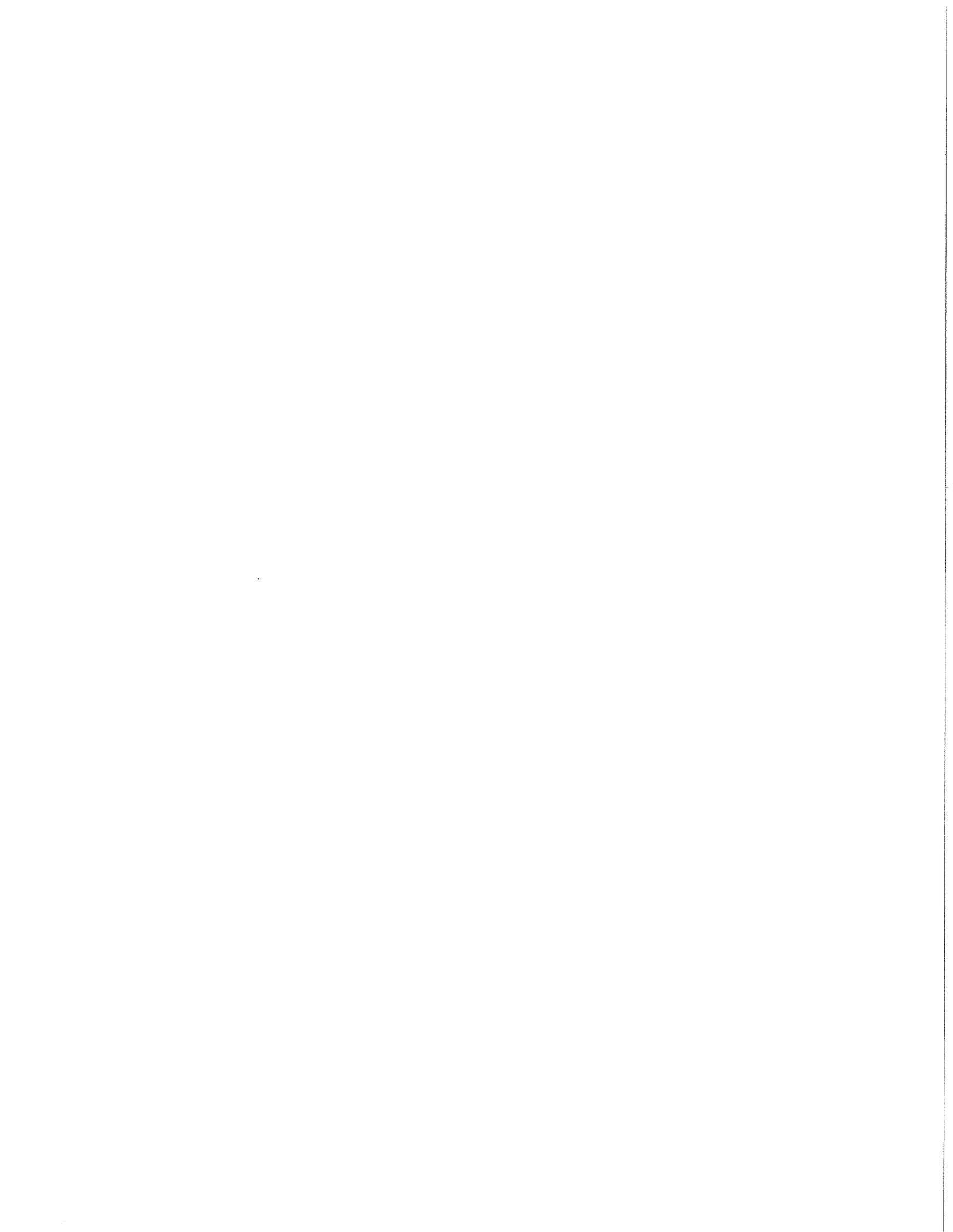
**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Approval of Town Hall Meeting Questions and Responses Document

**SYNOPSIS:** What changes would the Council like to make to the document before it is put on the website?

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the Town Hall Presentation Document.

**RECOMMENDED MOTION:** "I move to approve the document as presented (or as amended)."



## STAFF REPORT

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**Date Prepared:** 7/30/2015

**For City Council Meeting on: August 10, 2015**

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Marianne Bump

**APPROVED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Request for Proposal for Transient Room Tax (TRT) Audits.

**SYNOPSIS:** The City currently operates under Ordinance 320 which allows for the periodic audits of any person required to pay a transient occupancy tax. This RFP will solicit proposals of an outside firm, other than City Staff, to conduct these audits. The proposed RFP allows approximately two audits per year (depending on cost) as does the proposed budget for FY 2015/16.

**CITY COUNCIL OPTIONS:**

1. Approve the proposed RFP for TRT Audits.
2. Take No Action
3. Provide Other Direction for Staff

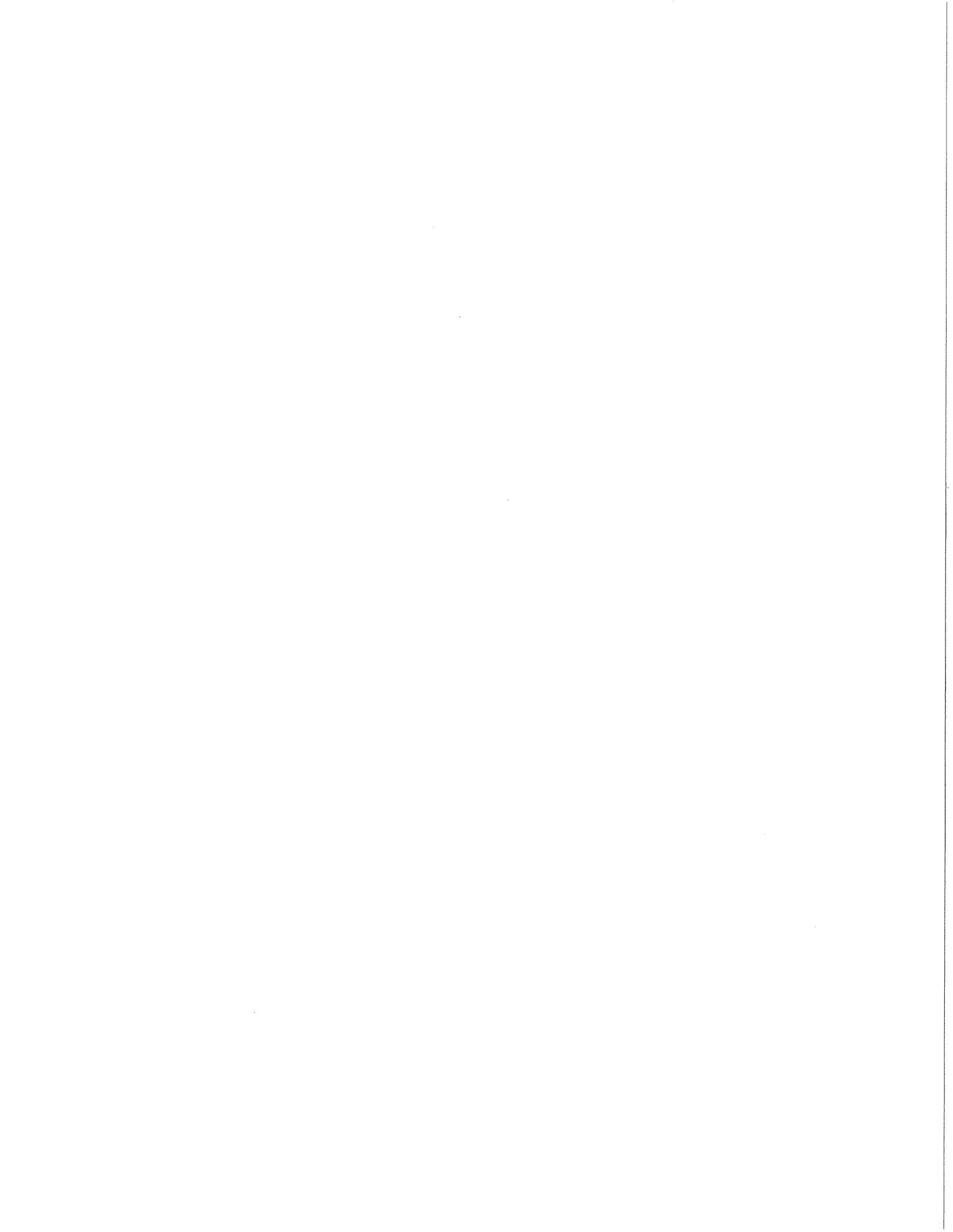
**RECOMMENDATION:** That City Council, by motion, approve the proposed RFP for TRT Audits and authorize staff to proceed with obtaining quotes and selecting a firm to complete the audits during the course of the next fiscal year.

**Legal Review and Opinion:** The City Attorney has reviewed the RFP. In his opinion it is fine to proceed.

**Financial review and status:** The proposed budget includes funding for approximately two audits depending on cost. The estimated cost per audit is \$2,000. The total budgeted amount for FY 2015/16 is \$4,000: \$2,800 (70%) of this funding is from the General Fund and \$1,200 (30%) is funded from the Tourism Fund.

**BACKGROUND INFORMATION:**

The City's Auditor has recommended the TRT be audited. Historically, TRT audits have been performed by City Staff. Many small communities have an outside firm conduct their audits. The RFP is attached for your review.





**City of Cascade Locks**  
PO Box 308 140 SW WaNaPa St.  
Cascade Locks, OR 97014

(541) 374-8484

Fax:(541) 374-8752

TTY 711

**REQUEST FOR PROPOSALS**  
**for**  
**TRANSIENT ROOM TAX AUDITS**

The City of Cascade Locks is requesting proposals to perform for the City audits on a selection of lodging establishments who are required to collect the City's Transient Room Tax. The quote will be per audit of a single operator, with up to three (3) operators to be audited before June 30, 2016. The actual number of operators who will be audited will be determined by the City. The services to be provided as described in the submitted proposals shall use the process described below; or the proposals shall include a description of a process which is comparable to the process described below.

1. Audits shall be performed and determinations of compliance shall be in accordance with City Ordinance No. 320, as amended. This Ordinance can be found on the City's website at [www.cascade-locks.or.us](http://www.cascade-locks.or.us) under Government/Ordinances/XI Business Regulations.
2. Obtain income statements and tax returns for the years ended December 31, 2013 and 2014. Reconcile reported revenues to amounts reported on the monthly Transient Room Tax reports submitted to the City.
3. Calculate the total tax due from the establishment for each year and reconcile with payments received for that year.
4. Select a sample of exempted sales reported on monthly report to reconcile to supporting documentation of each exempt sale during that period.
5. Select two months from 2013, two months from 2014, and one month from 2015 for detail testing. For each month selected, reconcile the gross rental fees collected per the daily sales logs to the monthly reports.
6. For each month selected above, trace the daily sales reported to the records of bank deposits.
7. A written report detailing the results of each audit will be submitted to the City Finance Officer after each audit.

Please include the following information with your proposal:

1. Price per lodging establishment audit.
2. Prior experience of individual(s) proposing to do the audits with audits of this type.
3. Contact information of references for which similar audits have been performed.
4. Estimate of time required to perform each audit.
5. Timeline of availability to conduct these audits.

Consideration and selection of a firm to conduct these audits will be based upon all of the criteria listed above. The proposal selected for award shall be the proposal determined to be in the best interest of the City, based upon an evaluation of the price and other criteria listed above. The City reserves the right to reject any or all quotes.

Please submit written proposals to the City of Cascade Locks PO Box 308, Cascade Locks, OR 97014 by 4:00PM on Monday, September 14, 2015.

AGENDA ITEM NO: 5f.

## **CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** July 30, 2015

**For City Council Meeting on:** August 10, 2015

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

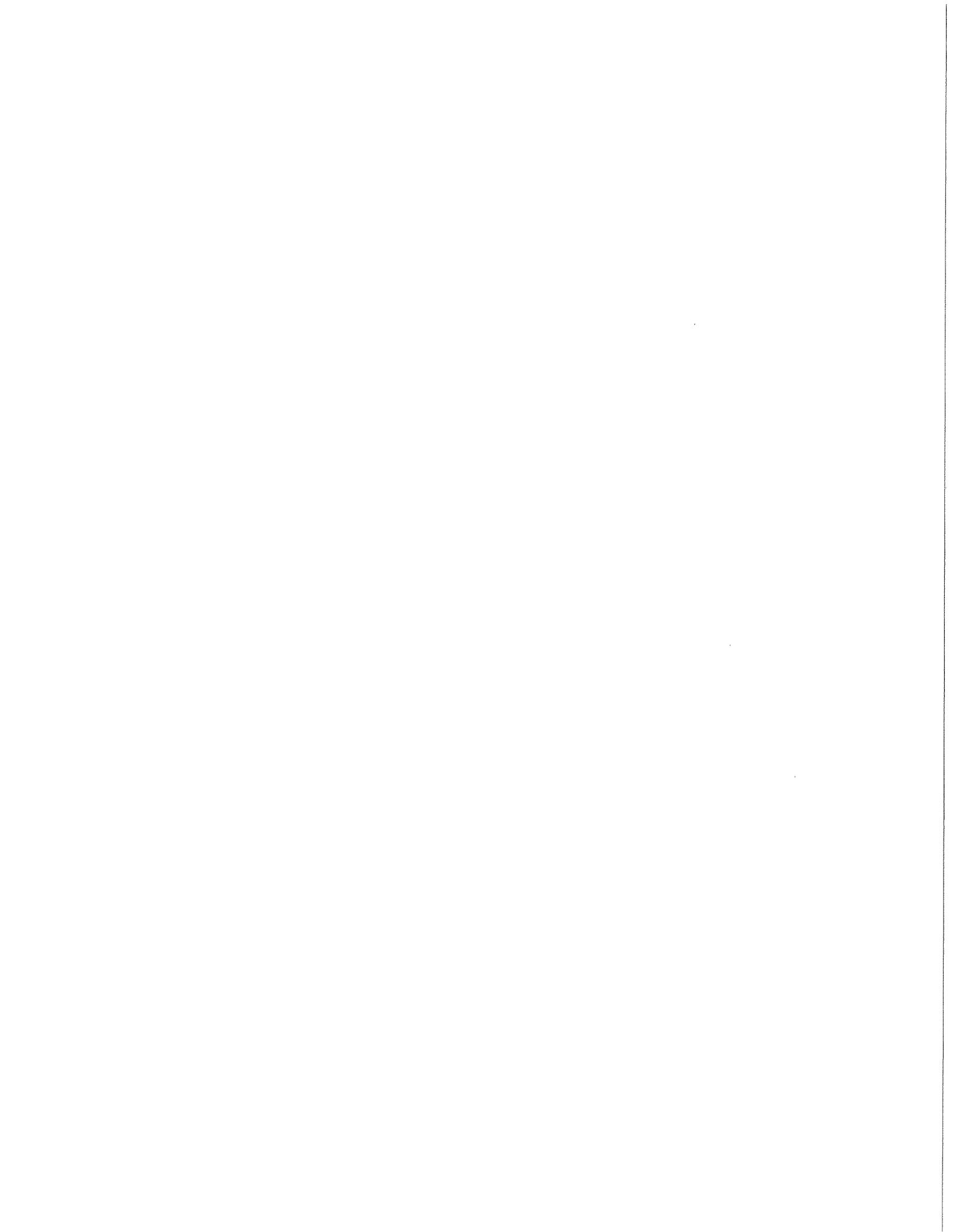
**SUBJECT:** Approve Employment Agreement for Temporary Employee

**SYNOPSIS:** With the leave of absence approved at the last Council meeting for Station Captain Jesse Metheny, the City needs to have an employee in command at the station during the absence. The City Attorney has written the attached agreement between the City and Jessica Bennett.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the employment agreement.

**RECOMMENDED MOTION:** "I move to approve the employment agreement with Jessica Bennett to act as the interim Fire/EMS Supervisor."

**Financial Review:** Since the LOA is unpaid, the salary for the Station Captain will cover the cost of the interim employee.





4. **Application of Personnel Policy.** Except as otherwise provided in this Agreement, the provisions of the City of Cascade Locks Employee Handbook, as it may be amended from time to time, shall apply to Employee.

5. **Severability.** If any term of this Agreement is held unconstitutional or unenforceable, that portion shall be deemed severable and shall not affect the remainder of this Agreement which shall remain in full force and effect.

6. **Attorney Fees.** If any suit or action is brought to enforce the terms of this Agreement, the prevailing party shall be awarded reasonable costs and attorney fees, at arbitration, if any, trial and on appeal.

7. **Entire Agreement.** This Agreement represents the entire agreement of the parties and supercedes all other prior oral or written agreements. Any modification to this Agreement shall be in writing and signed by both parties.

EMPLOYEE:

CITY:

\_\_\_\_\_  
Jessica Bennett

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gordon Zimmerman  
City Administrator

\_\_\_\_\_  
Date

# CITY of CASCADE LOCKS – Tourism Committee Meeting Minutes

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TOURISM COMMITTEE MEETING MINUTES, Monday, July 6, 2015, 7:00 PM, City Council Chambers

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1. **Call Meeting to Order & Roll Call.** The meeting was called to order by Chairman Miller at 7 pm. Members present: TM Fine, TM Baseman, TM Park, TM Lembrick, TM Koch, TM Miller. Members absent: TM Gibson. Also present: Gordon Zimmerman, City Administrator, Sofia Urrutia-Lopez, Tourism Support Staff, Holly Howell, Port of Cascade Locks. The committee welcomed our new member Joel Koch to the team!

2. **Amendments to the Agenda** - none

3. **Comments by the General Public** - none

4. **Discussion/Declaration of Potential Conflicts of Interest** - none

5. **Approval of Minutes Presented:** After review, motion to approve minutes of June 1, 2015 meeting minutes made by TM Fine, and seconded by TM Baseman. Motion carried unanimously.

6. **Approval of Financials:** After review, motion to approve financial statements ending May 31, 2015 made by TM Koch, and seconded by TM Fine. Motion carried unanimously.

A. **Tourism Fund Adopted Budget 2015-16.** The committee reviewed the FY 2015-16 Budget. It was noted that with a good beginning balance and solid TRT revenues from summer season so far, our budget is in good financial standing.

7. **Approval of Bills.** The following list of bills was presented for approval:

Cynthia Henschell, Cascadia Graphics & Publishing, LLC  
Tourism Brochure Design Work                      Total: \$495.00  
Line Item: Tourism Event Promotion FY 14-15

Cynthia Henschell, Cascadia Graphics & Publishing, LLC  
Tourism Website Development                      Total: \$1,692  
Line Item: Tourism Event Promotion FY 14-15

IGN, International Graphics & Nameplate, Inc.  
Mult. Falls Kiosk Print & Ship to Salem                      Total: \$162.00  
Line Item: Advertising & Display Fees FY 14-15

USPS Charge to Tourism  
Brochure Mailings to Travel Portland                      Total: \$33.63  
Line Item: Postage FY 14-15

Cascade Locks Historical Museum (grant awarded at April 6, 2015 meeting)  
Brochure printing                      Total: \$410.20  
Line Item: Tourism Event Promotion FY 14-15

PCT Days, Jason Waicunas, Outdoor Viewfinder (grant awarded at March 2, 2015 meeting)  
Event advertising                      Total: \$1,000  
Line Item: Tourism Event Promotion FY 14-15

Bike Peace Music Festival, Marcus Nobel, United Earth (grant awarded at June 1, 2015 meeting)  
Advertising & Marketing                      Total: \$1,000  
Line Item: Tourism Event Promotion FY 14-15

Travel Portland  
Partner Membership Dues Renewal                      Total: \$475.00  
Line Item: Dues, Publications, Notices **FY 15-16**

CGRA (Columbia Gorge Racing Association) (grant awarded at June 1, 2015 meeting)  
Promotional Video Costs Total: \$3,825  
Line Item: Tourism Event Promotion FY 14-15

Motion made by TM Park, seconded by TM Koch, to approve payment of bills as presented.  
Motion carried unanimously.

8. **Staff Support Report** – Sofia Urrutia-Lopez. The committee welcomed Sofia to her new position, and noted that her work was already seen underway with our social media postings.
9. **Port Report** – Holly Howell reported that the Thunder Island Motorcycle Ride held in June was low in attendance, which they would work on for next year. Sternwheeler Days this year also were lower numbers, partly due to the high temperatures. July 4<sup>th</sup> Fireworks show was enjoyed by a good crowd, but donations were lower this year and collections for car fees started later than it should. They are working on more events for the shoulder seasons of fall and spring.

Three new Port Commissions have started their term of offices. Howell reported that her marketing budget is lower this year, but support and partnership with tourism will continue.

#### 10. Old Business

- A. **Draft of Tourism Brochure.** A draft of the new tourism brochure was reviewed by the committee. Comments and input was listed for changes that support staff will provide to the designer before the brochure gets printed. With these changes noted, motion made by TM Park, seconded by TM Fine, to approve the final draft of the tourism brochure. Motion carried unanimously.
  - i. **RFP Brochure Printing.** The committee requested support staff to send the RFP on tourism brochure printing out for bid, following changes made per the previous motion. Price requests with different quantities will be included. Selection on the awarded RFP is expected quickly.
- B. **Tourism Website Status/Update.** Work is progressing on the new tourism website. A link to committee members and support staff allows for viewing and comments as it develops.

#### 11. New Business

- A. **Columbia River Gorge Rural Tourism Studio Grant Approval.** Travel Oregon has approved the Columbia River Gorge Visitors Association grant for this years' Rural Tourism Studio Program. Cascade Locks Tourism, The Port of Cascade Locks and our community partners will begin workshops planned from surveys and meetings starting this winter.
- B. **New PCT Map.** The Pacific Crest Trail map recently produced by Wind River Publishing with local sponsors was distributed to the committee. It is available at locations in town, including at the Bridge of the Gods, replacing an older version. This map will be available on the tourism website as well.
- C. **CascadeLocks.com** Cascade Locks Tourism has been given the website domain listing of CascadeLocks.com by members of the Woodward family. A transfer of authorization for the domain to tourism has begun. Tourism support staff will complete this transfer with the family, providing us with the ability to use this in addition to CascadeLocks.net
- D. **West Columbia Gorge AM Chamber Networking, Bridgeside in August 2015** WCGCC asked Tourism to host an AM Chamber Networking event in Cascade Locks. Chairman Miller, with support staff and Port staff have met with Bridgeside (formerly Charburger) staff to make arrangements for the event to be held at this venue on August 26, 2015. Hood River County Chamber members will be invited as well. The Port will partner with tourism on the event, with costs for catering shared. It was agreed Bridgeside will bill tourism in full for charges, and tourism would bill Port for half of the costs. Motion made by TM Koch, seconded by TM Lembrick to approve up to \$500 by tourism for catering costs. Motion carried unanimously.

**12. Upcoming Events:**

- A. Historic Highway State Trail Film Premiere, Pacific NW College of Art, Portland, July 14 6-8pm, free.** A series of short films has been produced by The Path Less Pedaled film makers and ODOT. The first showing will premiere in Portland. Committee members discussed possible other showings in Cascade Locks: Chamber AM Networking Event, CL Historical Museum Annual Meeting on July 29 at 7 pm, other times in the Port Pavilion. It was agreed to check on availability with ODOT.
- B. Bike Peace Music Festival, Marine Park Cascade Locks, July 17-18.** Arrangements with this event can be found on their website.
- C. Travel Oregon 101 Webinar, July 13, 1:30 – 3:00 pm.** Chairman Miller recommended support staff and new committee members register for this webinar. A link to register will be sent out to the members.
  - i. Travel Oregon Workshop Sept. 2, Columbia Gorge Hotel, Hood River, 1:30 – 4pm.** The committee will discuss attending this workshop at the August meeting.

**13. Tourism Committee Member Reports**

- A. Debbie Fine.** Promotional items, such as postcards, pins, magnets, buttons, etc. would be welcome to have on hand for tourism. The committee agreed. Support staff will check out ideas on these items and report on them at the August meeting.
- B. Cindilee Baseman.** A good July 4<sup>th</sup> crowd was seen from her vantage point!
- C. Caroline Park.** A flyer was shared advertising dance classes in the Pavilion this summer on Wednesdays. A decrease in business on July 4<sup>th</sup> was seen, possibly to limited parking and visitors not wanting to give up their parking spot.
- D. Lucas Lembrick.** - None
- E. Ruby Gibson**
- F. Joel Koch.** To add to the promotional items possible, bike repair items with materials already at hand are possible. TM Koch expressed appreciation joining the committee.
- G. Marie Miller.** The Portland Monthly may feature hiking in the Gorge this fall. Our photographer, Michael Peterson, is doing outstanding work, which we look forward on sharing with media and in our marketing channels.

**14. Next Meeting Date & Time: August 3, 2015, 7:00pm.**

- 15. Adjournment.** Motion made by TM Baseman, seconded by TM Park, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned by Chairman Miller at 8:30 pm.

