

CITY of CASCADE LOCKS

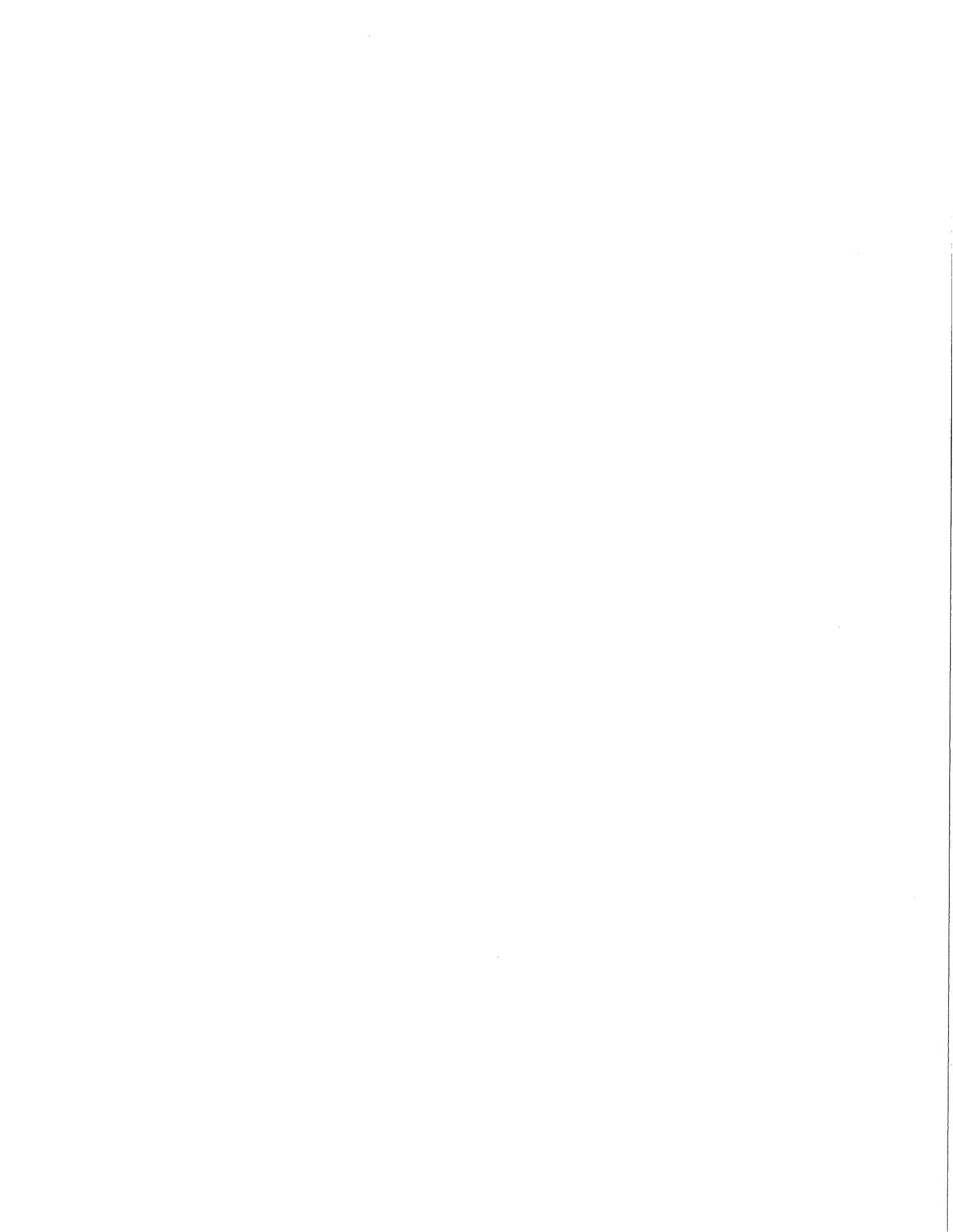
AGENDA

CITY COUNCIL MEETING, Monday, April 8, 2013, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of Minutes of March 21, 2013 Joint City/Port Meeting.**
 - b. **Approval of Minutes of March 25, 2013 City Council Meeting.**
 - c. **Ratification of the Bills in the Amount of \$ 143,108.65.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to City Council/Committees.**
 - b. **Approve Resolution No. 1260 Authorizing Reimbursement of Expenses for Labor and Equipment to the City Light Fund in the Amount of \$14,362.79 for the Columbia Cascade Senior Housing Development.**
 - c. **Approve Resolution No. 1261 Declaring numerous items of City Parks and Recreation Program Property as Surplus; and Authorizing Transfer of Such Property.**
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. **Fire Suppression Fee.**
 - c. **Charter Amendment Clarification.**
 - d. **City Administrator Zimmerman Report.**
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. Welcome and Introductions Port Commission President and Mayor: Port Commission President Groves called the meeting to order at 7:00 PM. Council Member's Walker, Randall, Mayor Tom Cramblett, Glenda Groves, Bruce Fitzpatrick and Port Commissioner's Caldwell, Brenda Cramblett, Sullenger, Mohr, and President Groves were present. CM Helfrich was excused. Also present were IPGM Koch, City Administrator Gordon Zimmerman, Darlene Sullenger, Ken Hutton, Ken Wittenberg, Gary Reins, Jason Sergeant, Holly Howell, Don and Gyda Haight, Annette Liebea, Amanda Hoey, Port Attorney Jerry Jacques, Deputy Recorder Megan Webb and Camera Operator Betty Rush.

2. Infrastructure Review: CA Zimmerman explained where the City was in the process for each plan. He handed out a sheet that explained the cost of the repairs and enhancements needed that were determined in the Water System Master Plan. He said there are five major portions of the Master Plan with a total cost of about \$3,000,000.00. He said the City's financial requirement would be about \$2.2 million and the Port's financial requirement for the Industrial Park area would be about \$813,000.00.

CA Zimmerman explained that in order for the City to acquire any Government funding for these repairs, the average water rate would need to increase \$17.22. He said there are a few ways this could be handled and explained those to the Commissioners and Council members.

CA Zimmerman explained that there are three major enhancements that were identified from the Wastewater Master Plan. He said we haven't seen any cost for those projects yet. He said we are above the required average rate for waste water which means we could apply for Government funding without having to increase any rates.

CA Zimmerman said we have not completed an Electrical System Master Plan yet but there is funding budgeted for the Plan. He said the City's Electrical System is in decent shape and explained projects that he would like to work on.

CA Zimmerman said the City has applied for a grant through DLCD for code assistance. He said this will help to get our Community Development Code simplified for our City and easier to implement and follow.

3. Discussion about Infrastructure Concept Paper from Paul Koch. IPGM Koch talks about this later in the meeting.

4. Discussion about how to pay for improvements. PCP Groves explained the Port's commitment, by law, is to enhance Economic Development. He asked how the Port can help the City to fix the water system problems. CA Zimmerman said he would like to look at the possibility of creating an Industrial Rate for large utility users. He said currently there are no Industrial Rates and the City should look at creating one for water and sewer. PCP Groves said that could assist the Port with being able to explain to a new developer how much they could expect to pay for utilities.

PC Sullenger said he would like to see the City focus on the larger industrial users. He said the key is to bring in the large utility consumers to take some of the rate burden off of the residents. He said we need to figure out how to fix the water supply problems before we bring in developers. He said we have tried to sell to developers and they have passed us up because we can't provide the proper services to them. He said we can't wait to fix the problems until we have businesses there, he said we have to fix it first.

Mayor Cramblett said the problems need to all be fixed at once. He said we may not be able to fix the problems at the Industrial Park without collapsing our main line from the increase in pressure. He asked

how long this process may take the City. CA Zimmerman said his guess would be that this project could be completed in the end of the construction season of 2015.

CM Walker feels it would be tough to sell a rate increase to the residents, who know how bad their water system is, to fix the problem in the Industrial Park first. He said he knows how important economic development is but we should be working on fixing these problems on a parallel path. CM Walker asked why the Port can't sell the fact that the problems will be fixed by the time the developer finishes construction.

Mr. Reins said he has tried to sell that idea for the last seven months. He said the businesses want the problems fixed before they start their development or they want a very firm date of when the problems will be resolved. He said these businesses that are looking to develop in the Industrial Park are looking for the infrastructure to already be complete.

PC Mohr asked for clarification to qualify for a grant. She asked if the Government is the only place to borrow the money. CA Zimmerman said the Government is the only place to get that large of a sum of money. He said this route is the only one that provides a grant. He said the City would then take a loan from the Government for any extra funds that are needed. He said the grant funds would be used first and then the loan funds. He said we could go to the bank to borrow money but that would extend our loan out farther than 20 years. He said he feels the route of borrowing the money from the Government would put the least amount of strain onto the residents. PC Mohr said she would like to see most of this funded by bringing in businesses to the Industrial Park and not put it on the backs of the residents.

IPGM Koch said he would like to bring everyone's attention to the attachment to the agenda. He explained his research he did on private versus Government funding. He said the Port may be in a position to fund the portion of the repairs in the Industrial Park. He said the group needs to make a decision and direct Staff in how they would like to accomplish this.

PC Caldwell said it may be better for the Port to go out and get the funding for their portion of the improvements. She said she would like people to realize that just because it is a 20 year loan that it won't be paid back before the 20 years is up. CA Zimmerman said that is very possible if we can bring business into the Industrial Park. He said we may very well be able to lower the rates before the 20 year mark is up if we can bring in the larger rate paying businesses.

CM Fitzpatrick said he believes that these problems all need to be fixed at the same time. He said we also need to start developing the Industrial Park so we don't have to put the strain on the residents. He said he's not sure how that will happen but believes that all the people here are smart and can figure it out. He said maybe we have enough for a down payment for private funding and adjust the rates to the citizens once the businesses come in. He said maybe we could utilize a structured rate increase and before we get to the \$18 rate it could be lowered by bringing in business into the Industrial Park.

PCP Groves asked what the matches and pay backs would be for the Government funds. CA Zimmerman said once the Master Plan is complete, the City would meet with eight different programs in Salem and they would help determine what program funding would be best for our City. He said any of the matches for the grant funding would be included in the loan portion of the funding. PCP Groves asked if this would replace any residential pipes. CA Zimmerman said it would not. He said this project would only replace the main line, repair the wells and build a new reservoir at the Crystal Springs location. PCP Groves said the Port does not have time. He said the Port would like to start on their portion of the repairs right away.

CM Randall said there have been many opportunities lost in the past. He said he would like to head in direction to pull our resources together to figure out a way to pull this off. He said if we can get more industrial business here, it could help with the financial needs.

PC Sullenger said the Port is willing to step up to make the initial investment and take the risk. He said once we get in some businesses, the City could start fixing the rest of the problems with the revenue coming in from those new businesses. He said then the City and Port could work together to come up with a way for the City to repay the Port. He said why wait until 2015 when the Port is willing to start right now. He said a new well would have a pump to prevent the pressure from going back to the main lines. He said the City should not have to pay the Port back until the Port starts to bring in some new businesses to help boost the revenue for the City.

Mrs. Haight said she agrees with PC Sullenger. She said the City should get a commercial loan because of the low rates. She said once we get some new businesses in town, the revenue will start coming in.

PC Cramblett asked how long it would take to get an Industrial Rate established. CA Zimmerman said it all depends on if the Council decides if a new rate needs to go to the voters because of the Charter initiative.

Mr. Haight said if we don't get some new jobs coming in, we won't need these improvements because Cascade Locks will be a ghost town.

Mayor Cramblett said he thinks they are on the right track. He said we know what needs to be done but we need to go to the citizens. PC Mohr asked why you need to go to the citizens. Mayor Cramblett said they are the ones who need to pay back the money we borrow. He said the City needs to do their due diligence and research all of our loan options.

PC Caldwell asked the Port Attorney if investing in the repairs is something the Port can legally do. PA Jacques said yes, this is something the Port and the City can create an agreement for. PC Caldwell said she is concerned with the water leaks and the possibility of a sink hole.

Mrs. Sullenger said she appreciates everyone working together to not create a rate increase to the citizens to resolve our water problems.

CM Fitzpatrick said part of our problem was waiting for businesses to come to town and in the mean time we did nothing to fix any of these problems. He said he knows money is tight but we can't wait any longer or it will just cost more money. He said maybe we could look at structuring an increase.

PCP Groves said these repairs will need to be done in phases. He said we need to show how we are all tightening up our belts and show where we can cut and reduce spending before we can go to the citizens to ask for a rate increase. He said we need to prioritize how these repairs need to be done.

PC Mohr said she is concerned with so much talk about rate increases. She asked how are you going to convince everyone to vote yes for a rate increase.

PCP Groves said the Port is ready to put up their portion of the funds to solve these problems. He said if the City does need to go towards a rate increase we need to make sure to keep it as low as possible. PCP Groves asked what the Port can do right now. CA Zimmerman said not much can be done before the Master Plan is complete. He said then the engineering needs to be completed and that could take about

three months. He said then we need to look at all of our financing options and how we are going to phase the projects. He said he hopes to have the Master Plan done by May. PCP Groves asked if there was anything the Port could do before May. CA Zimmerman said nothing can be done except to secure any funding the Port will need.

5. Next Steps: Directions to Staff and Consultants: Mayor Cramblett asked if the group needs to come to a consensus of what we needed to do next. PCP Groves said he feels the Port is at a consensus to work on their portion. He said the City and the Port need to come up with an agreement. CA Zimmerman said he feels the Port should come to the City with a proposal of work and then we could work on the Inter-governmental agreement. IPGM Koch said the Master Plan should reflect the agreement between the City and the Port. He said then that would be tied together with the IGA. PCP Groves thanked Amanda and Annette for attending the meeting tonight. PCP Groves asked if there were any more comments or questions. There were none. PCP Groves adjourned the meeting at 9:18.

Prepared by
Megan Webb, Deputy City Recorder

APPROVED:

Tom Cramblett, Mayor

Jess Groves, Port President

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett opened the meeting at 7:00 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, City Attorney Ruben Cleaveland, Planning Consultant Stan Foster, Deputy Recorder Megan Webb, Don Haight, Sandra Kelley, Gary Munkhoff, Dave Palais, Tiffany Couch, Matt Graves, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes of March 11, 2013 Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$158,534.09.**Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Walker, to approve the Consent Agenda. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett.
4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to City Council/Committees.** CA Zimmerman stated a Council Member was needed for the Three City Task Force. CM Walker volunteered.
 - b. **Second Reading and Adoption of Ordinance No. 421 Amending the Community Development Code as Adopted by Ordinance No. 350, by Amending Chapter 8-6.24-Processing Development Actions, and Repealing Ordinance No. 405.** CA Zimmerman gave the second reading of Ordinance No. 421. There was a unanimous vote of the Council to adopt the Ordinance.
 - c. **Second Reading and Adoption of Ordinance No. 422 Amending the Community Development Code as Adopted by Ordinance No. 350, by Amending Article II, Chapter 8-6.20 and Article V – Development Standards.** CA Zimmerman gave the second reading of Ordinance No. 422. There was a unanimous vote of the Council to adopt the Ordinance.
 - d. **Second Reading and Adoption of Ordinance No. 423 Amending the City of Cascade Locks Comprehensive Plan by Adopting the "Connect Cascade Locks 2012" A Recreational Trails Plan for Economic Development, as a Detailed Element of the Plan.** CA Zimmerman gave the second reading of Ordinance No. 423. There was a unanimous vote of the Council to adopt the ordinance.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Mr. Haight reported on the sailing racing schedule for this summer. He said events have increased every year with 67 days of sailing events scheduled this year. He asked the City and community to support the sailing events and stated that volunteers are needed to help during the events.
7. **Reports and Presentations.**
 - a. **City Committees.** None.
 - b. **Stan Foster – Planning Consultant.** Planning Consultant Foster stated that the Planning Commission is looking forward to scheduling a joint meeting with the Council and hoped to schedule that soon. He said the Council has just adopted some amendments to the Community Development Code (CDC) and these are first steps at making the CDC more consumer friendly. He said the idea is to make planning as accessible to citizens as possible.

Planning Consultant Foster said Deputy Recorder Webb has been working very hard to clarify the planning steps. He said this will help citizens to better understand the planning processes.

Planning Consultant Foster explained ex parte and conflict of interest to the Council. He said these are issues in every small town. He said it is important for the Council to not enter into discussion on land use cases. He said if anything is discussed the Council would need to disclose it at the hearing.

Planning Consultant Foster reported that the City is on the waiting list for a Technical Assistance Grant and that money could be used for additional code amendments rather than spend the City's money on those amendments. He said another way to keep the expenses low would be to use staff as much as possible and recommended increasing DR Webb's role and use her as the Assistant Planner. He said having him sit in the Planning Commission meetings during routine matters may not be the best use of the City's money. He said CA Zimmerman has strong institutional knowledge of planning and CR Woosley is an incredible institutional source. He said anything that comes up he confers with them and also City Attorney Cleaveland. Planning Consultant Foster said he thinks there are some creative ways to increase local capacity. CM Helfrich asked about training opportunities for staff. Planning Consultant Foster mentioned some training opportunities that are available. Planning Consultant Foster said CR Woosley and DR Webb can interpret the CDC. He said there has been concurrence in decisions when working with both of them on interpreting the CDC.

Mayor Cramblett said there may be some industrial opportunities and was told that there are issues with the CDC that may deter those opportunities. Planning Consultant Foster explained that the Port is going through a strategic planning process and once that is finished then the City could go through the CDC and make the necessary changes.

CM Walker asked if there could be a spreadsheet presented to the Council that would list the duties expected of the Deputy Recorder that the Planning Consultant would normally be doing. Planning Consultant Foster said that between him, CA Zimmerman, and CR Woosley, that could be done. CA Zimmerman said we would just take it on a case by case basis. Planning Consultant Foster said using staff will get a faster response to your citizens.

CM Helfrich asked if agenda item d. could be discussed before agenda item c.

c. **Fire Suppression Fee.** To be discussed after agenda item d.

d. **Pauly Rogers and Acuity Group on Forensic Accounting.** Mayor Cramblett stated that two Finance and Operations Committees have been established and he thought a forensic auditor could meet with them to get them started.

Ms. Couch, from Acuity Group, stated this is a different presentation than is normally done because there isn't a scope of work. She said that she is a certified public accountant and a certified fraud examiner. She said normally clients come to her because money is missing, people are suing each other, or she is hired to help with the understanding of processes and procedures to keep employees safe and assets safe as well.

Ms. Couch said a financial statement auditor's job is to tell the City whether their financial statements are reasonably stated. She said the records are reviewed but they don't look at any transactions under a particular amount of money. Ms. Couch said her job would be to take a year's worth of time and review every check, every bank statement, and every payroll transaction in a way to make sure there are no patterns. Ms. Couch said she has audited cities, counties, special districts, and private industry. She has consulted with internal controls to make sure practices going forward are appropriate.

Ms. Couch said she has spoken to a couple of the Finance Committee Members and the Mayor and was unsure as to what the Council was looking for. She said one option is to look back to determine whether money was spent appropriately. She said she didn't think there were outright allegations of fraud but perhaps some mismanagement of money. She said having answers might mend some relationships. She said if Council wants to review something in the past she would suggest taking a time frame of a year, two years maximum, and figure out if there was a problem during that time. Ms. Couch said it is really important to understand the scope of work and the budget prior to beginning this process. She said she understands there may be a possibility to look forward making sure there are proper procedures in place. She explained that the City may be looking at more expense in PERS and employee benefits and Council would need to know how they can start thinking today about cutting costs in other areas in order to provide the same services to citizens expecting less revenues in the future. She said another scope would be making sure the City is managing funds appropriately.

Mayor Cramblett said the City can't raise taxes, fees, or charges and a group of citizens say the issue is not the ability to raise money but how the City manages their money. He said the City has a grant that has fallen apart and there are still issues with that. He said there are also issues of transferring money. He said someone can have too much ability to transfer money and could do it wrong. He said he wants to know how the City has been doing in that area. Mayor Cramblett said that he wants the citizens to feel confident in how the City manages their money. He said he would also like to make it easier to understand and less complicated. Mayor Cramblett said there are a lot of numbers and some are used as place holders. He said he wants to know what the real cash amount is.

Ms. Couch said she could help figure out and make sure that the reports Council are getting from staff are appropriate. She said that she would want to make sure the Council would get real value out of hiring her or someone like her.

Ms. Couch explained that she could review money spent a few years ago and determine if it was appropriate and help the City move forward and overcome some difficult relationships, or she could spend a day to make sure there are proper procedures and reporting. She said it needs to be really clear as to what outcomes are expected and what the Council really wants so she could budget that.

CM Walker said he wanted to know about franchise fees being charged to each department and administrative charges being charged to each department. He said he has never been given a clear explanation as to how these charges are calculated. Mayor Cramblett said that was brought up in the audit report. She said this would be a management related decision.

CM Helfrich asked Ms. Couch about workplace in motion studies. Ms. Couch said she wasn't familiar with the term. She said she could determine an employee's time based on observation, interviewing, and reviewing amount of transactions, etc. CM Helfrich asked Ms. Couch about her technical expertise on running a City government. He said the City receives help from the League of Oregon Cities on these processes. Ms. Couch said she has been working with the LOC on education opportunities to be more helpful to City Councils. She asked if he was referring to her experience in fund accounting. He said he was referring to the overall running of City government with all the departments. Ms. Couch said she is not a city manager and it is not her job to manage. She said she understands City government and fund accounting.

CM Randall asked about her references. Ms. Couch said she could give the Council references.

CM Walker asked about her work in cities with and without work order systems. Ms. Couch said it was her experience that that level of detail is done in larger cities. She said someone could implement the system. She said she could help with setting up the chart of accounts to help with the accounting part of it.

Mayor Cramblett said we have established two Finance and Operations Committees that don't have a lot of knowledge in accounting and thought that a forensic accountant could offer them some assistance.

Mr. Graves, from Pauly Rogers, said Ms. Couch explained the differences in an audit and forensic accounting. He said it sounds like the scope of work will be determined by the Finance and Operations Committees. He said he has worked with several audit committees on internal controls and process and procedures. He said it sounds like a scope of work needs to be established for specific areas and said Emergency Services had been mentioned to him. He said it could be the utility department or whatever the case may be. He said that could be determined through the Committee then observe and interview staff. Mr. Graves said he has had a lot of experience in communicating with Councils and Committees and can put information into plain language.

CM Walker said communicating with Council and the Committees is important and thinks that is an important element. Mayor Cramblett said things are getting tighter and the City has to get better at managing their money.

CM Walker said he was unclear as to what the proposal was and asked if a Request for Proposal was going to be advertised. He asked if this was going to be a program or payment per hour for consulting. Mayor Cramblett stated that he didn't intend on advertising but using these types of services to get the Finance and Operations

Committees going and understanding how to look at the finances. He said he would like a forensic auditor to attend a committee meeting first then establish a scope of work. Mayor Cramblett said it will then depend on the Finance and Operations Committees and the Council as to what it will cost. CM Helfrich asked what services LOC could provide. City Administrator Zimmerman said LOC has subject area experts but would not be able to do what forensic auditors do. He said he was intrigued by Ms. Couch's proposed scope of work in the moving forward process. He said perhaps there could be a review of the financial policies that were just adopted and review the reports to see if there is enough information. He said everyone knows about the grant for the tower. He said there is now a grant management program for grants over \$10,000. He said that could be reviewed to see if that is an appropriate level. He said he would be interested in what other cities do that are our size. He said they could determine if they see anything immediately that could save the City money or any opportunities for allocations.

CM Helfrich said he feared that a relationship had already been created with one of the firms as there was mention of multiple contacts with them. He said he thought an RFP process should take place to have an open transparent process. Mayor Cramblett said he read an article and from that article asked them to give a presentation. He said these people know what they are doing and the City has done this several times. Mayor Cramblett said he asked for an RFQ for audit services the last time the contract needed to be renewed with the current auditor and was told by CM Helfrich at that time that it wasn't needed. He said that LOC and others have said that the auditor should be changed every few years. He said the City has had the same auditor for many years. CM Helfrich said there should be an open process. Mayor Cramblett said for a small amount of money this can be started. City Administrator Zimmerman said informal quotes can be obtained depending on the dollar amount. He said once the scope of work is determined the City could have three companies submit a quote then budget for it. Mayor Cramblett stated the money that was budgeted for the time/wage study can be used for this.

CM Groves asked if this didn't need to be done soon. She said she would like to know the process so she doesn't do something wrong. Mayor Cramblett said Council is all a part of the Budget Committee and will try to understand all the financial aspects of that. He said if we don't get the budget right then issues will be created there.

Ms. Couch said she is a big proponent of an open and transparent process. She said having that process is important. She said whatever the process is it needs to be clear as to how Council makes their decisions.

CM Walker questioned the timing. He said he didn't see how it would be possible to get information for the next budget year. City Administrator Zimmerman said the budget is built now. He said if the allocation question could be answered fairly quickly that might give options as to how to allocate overhead. Mayor Cramblett said getting this started doesn't necessarily have to run parallel with the budget. CM Helfrich said there are training opportunities available for Councilors regarding the City budget process. Ms. Couch said she or Mr. Graves could attend a budget meeting also to give some training.

Ms. Kelley said the best thing to do is start on a limited scope and develop a scope of what needs to be done for the past. She said every year in the audit it states there is no rhyme or reason as to how the City deducts for operating expenses out of the utilities. She said every year those deductions get heftier because the requirements of the people that do the operations get heftier and the general fund requirements become heftier. She said these things need to be reviewed now. Ms. Kelley said there have been many oral agreements and now it is finally being admitted that there is a broken utility. She said this utility is now paying 7% and it can't be afforded. She said she thinks it is time to start the process of the forensic audit and it does include things that were done in the past. She said it might clear the air to get the truth out there. She said we need to figure out what the problems were and what they are now in order to have healthy utility funds. Ms. Kelley said the water utility has been giving away its work for years and will now be faced with a huge bill. She said the citizens are going to be making up for these give-a-ways in their rates and that isn't fair. She said because of the

initiative the Council needs to win the trust of the citizens. She said in order to do that you need to look at things truthfully and logically and take it from the truth on up.

Fire Suppression Fee. Mayor Cramblett said he read the report. He said that this Council wants to drop the fire suppression fee if possible. He said staff was given direction to find out if the fee could be dropped or at least reduced, but keep the EMS Department operating. He said the report that was received did not address any answers. He said the report starting out with is the fee legal or illegal. He made comparison to the Marijuana Law in Washington. Mayor Cramblett said this is a new Council and as such has the right to make its determination of the Charter.

Mayor Cramblett said he thinks the increase to the fire suppression fee was illegal. He said he wished the last Council would have taken the right to charge the fee to court. CA Cleaveland clarified just because something was put to a vote does not make it a legislative action. He said there were background reasons the previous Council had to find their action as administrative. He said it wasn't just simply, "the court hasn't said". Mayor Cramblett asked about refunding citizens the fees that have been paid. CA Cleaveland said City Administrator Zimmerman's report addressed that issue very well. City Administrator Zimmerman said he laid out options for Council based on possible decisions they would make.

CM Helfrich asked for a briefing of the staff report. Mayor Cramblett continued with the remarks regarding the ISO rating. He said he wasn't sure the City had to report to them. He said water, fire, and communication are the highest points. He said 50 points are required to get an ISO rating of 5. He said water is worth 30 and communications is worth 9 so we're already at almost 50. He said staff challenged the Council on the ISO when wanting a larger pump for a fire truck. He said the fact is that was only worth 5 points. Mayor Cramblett said he didn't believe the information given in the report regarding the ISO ranking going to a 9 or 10.

Mayor Cramblett stated the report stated Council took back hiring/firing authority. He said that is not true. He said the Council has always had hiring/firing authority. He said he did need to be reminded about the legal ramifications for Council. He said he felt, though, that this was used as intimidation toward the Council. He said he didn't think he needed to get that from the report.

Mayor Cramblett said what he wanted from the report was to find out where the money is at and what staff to cut. He said he wanted fresh ideas. He said \$10,000 was missed on the financial information given. He said he was glad to find out that the Council will be looking at the "actual" revenue amounts instead of the billed amounts for ambulance calls. He said he wanted all the numbers to be the actual amounts. City Administrator Zimmerman said the water department is accrual based. He explained the differences in the billing for water and ambulance.

City Administrator Zimmerman said all he was trying to point out in the report is the beginning fund balance for the EMS Department will be affected depending on which option they choose. He said the arguments that he listed are all good reasons to make sure the EMS Department is whole. He said he would be remiss in his duties if he didn't point out the potential consequences that could happen depending on their decisions.

CM Helfrich asked City Administrator Zimmerman to brief his staff report so that citizens watching on television would know what was in his report. City Administrator Zimmerman said the fire suppression fee is part of the water rate and designed to keep hydrants and water system functional. He said the water master plan is showing some weak areas. He said there is the argument that the increase in the fee was illegal. He said the options for Council are to consider the increase to be illegal then suspend the fee for the remainder of the term. He said if considered that it was illegal they could choose to pay it back. He explained the loss of revenue if suspending the fee. He said these costs don't include the debt service, the \$80,000 to repay the Electric Department, and the two other loans to build the fire hall. He said that money is coming out of the general fund. He further explained the personnel costs and the consequences of cutting personnel from that department. He said there may be impact to ISO ranking if cutting back on personnel in the EMS Department.

Again, City Administrator Zimmerman pointed out that there will be consequences if taking away the fire suppression fee. He said if Council chooses to take it away the money will have to come from the general fund. He said most of the costs in the general fund are employee related costs. He said Council can't cut PERS and there are contracts for medical benefits. City Administrator Zimmerman said he was also trying to point out ways for Council to take this issue to the ballot. He said the options listed in the report are the options that he could come up with.

CM Randall said half of the community thinks this fee is illegal and the other half want to fund the Fire Department regardless of the burden on the citizens. He said he would like to solve the problem and satisfy all sides. He said the increase in the fire suppression fee should go to a vote of the citizens. He said the fee should be repealed and let the citizens decide. He said there is many different ways to fund the Fire Department. CM Randall said he would like to keep the fee for now, but put it on the ballot.

CM Groves said the fee increase needs to go to the citizens for a vote. She said this could have been handled differently. She said the charge should be stopped now and Council needs to figure out how to fund the Fire Department. She said the City can't reimburse the fees that have been paid but that it is feasible to stop it now and let the citizens decide. CM Groves said the Council would be showing the citizens that they are being heard. She said she is on the Finance and Operations Committee and will do everything possible to keep the Department staffed as it is. She said we all know that times are tight.

CM Fitzpatrick said the fee should be suspended now but get it on the ballot as soon as possible. He said he likes the way the Department is staffed now and thinks there are ways to fund the Department. He said he agrees that there can't be a reimbursement.

CM Walker said he agreed with CM Groves. He said the intent of the Charter amendment was that these types of things are to go to the voters. He said he thinks everyone is happy with the Fire Department right now and everyone on this Council wants to keep the Fire Department as is. He said the question is how to fund it. He agrees the fee should be stopped. CM Walker said some hard choices are going to have to be made in terms of office staff. He said if he had to choose rather someone at City Hall would answer his phone call or have someone available to put out a fire at his house he would rather listen to a recording a City Hall. He said he thought people could live with City Hall being closed a day a week. He said there is room for improvement as to how things are done. He said until we show the citizens that we are getting the most bang for the buck citizens aren't going to approve the increase in fees.

CM Helfrich said the previous Council found a way to fund the Fire Department. He asked each Councilor if they would vote for the fee if it was put on a ballot. Mayor Cramblett said he didn't think the fee was needed and that there could be a way to come up with the money. He said the City Administrator was asked to come up with some ideas as to how to fund the Fire Department. He said all the Council got was the worst case scenarios. He said he wanted positive information. Mayor Cramblett said CM Walker just gave some examples. He said we're going to figure it out and make it happen. He said another opportunity was given by the Planning Consultant to use staff more on land use issues rather than pay the consultant fee. CM Helfrich said the options in place now were given to Council a year ago with Paul Koch. He said this increase was put in place to sunset in a two year period. He said the fee needs to stay in place for the time period.

Ms. Kelley said the reason the Charter amendment was put in place was because there was a City Administrator who said that a fee for anything could be put on the utility bill and the citizens couldn't do anything about it. She said that is why the initiative was started. She said it was passed narrowly. She said the last election proves that citizens understand more now than they did then. Ms. Kelley said one reason the last initiative on the ballot didn't get passed was that it was open ended on the amount of fee that could be charged. She said citizens are also resentful that this fee was stuck on them. She said the Fire Department was being talked about then and is being talked about now. She said the \$20,000 from Multnomah County is less than the depreciation on one piece of equipment and several is sent on each trip. She said trail rescues can be 36 hours which would leave

only 4 hours to serve the community for a 40-hour employee. She said there are serious things to review in that Department. Ms. Kelley said if it is made very clear in a ballot proposal what the money is intended to go for and the citizens decide not to fund it then that is the choice of the democracy.

Mr. Munkhoff said if the goal of the report was to uphold the Charter and fund the Fire Department there would have been a different report. He questioned why the report wasn't presented that way. He said there was a Committee that decided to fund one employee and now there are two employees and that seems to be working if it can be funded. He asked why the City Administrator's report didn't find the solutions. He said he can only assume that City Administrator Zimmerman doesn't think that the Charter and the citizens are the first priority. He said until someone takes the Charter amendment to court for determination on whether it is legal or not the City should be obeying the Charter. Mr. Munkhoff said we need to rethink and solve the problem. He said an employee can be furloughed a day a week and revolve that, suspend the fee, and do this until the fee can be put on the ballot. He said in the meantime make the necessary cuts to keep the Fire Department going.

CM Walker asked about the comments made regarding a circuit court ruling. CA Cleaveland explained administrative versus legislative actions. He said since the City is Home Ruled and no state law pertaining to the issue the Council can decide. He said there was an option to take the charter provision to circuit court to be declared valid or invalid by a judge. CM Walker said since it is up to Council to interpret the Charter then this same argument can happen every two years for twenty years.

Mr. Munkhoff asked a previous attorney if fees had to be administrative. He said the answer was no. He said if Council wants to make fees legislative they can do that. Ms. Kelley said there has been a court case where the determination was that a City can add a fee unless there is a Charter amendment.

CM Helfrich said if City Administrator Zimmerman didn't get clear instruction from the Council as to what was wanted that is Council's fault. He said employees should not be admonished by citizens or Council in public. He said employees should be criticized in private and praised in public. He said it is not City Administrator Zimmerman's fault that the report came to Council this way. Mayor Cramblett said he thought Council did give good information as to what was wanted in the report. He said City Administrator Zimmerman was told that Council did not want the increased fee and to figure out a way to decrease it. He said he agreed that it was improper to criticize City Administrator Zimmerman and would try to not do that again. He said a lot of people read that report and it ruffled his feathers when he read it. He said now people are even more irritated. Mayor Cramblett apologized to City Administrator Zimmerman.

CM Helfrich said as a result of this discussion he asked if Council wanted to direct staff to review other options, what the impact of reducing office staff would be, and to also work parallel with the Finance and Operations Committee to come up with solutions. He said these fees are set to sunset and suggested that Council move forward with this as is.

Mr. Haight, from the audience, asked about replacing the ambulance. City Administrator Zimmerman said the City is working with Hood River on a way to purchase their old ambulance at a reasonable price.

Mr. Munkhoff said with an amended report the Council should set the goal to uphold the Charter and fund the Fire Department. He said just because a fee was set for a two year time period does not make it legal. He said in two years you are going to be right back where you are today.

Mayor Cramblett said the fire suppression fee is to make sure there is water and shouldn't be used to run a Fire Department. He said we need to get creative. He said as mentioned earlier there is the potential to use the Planning Consultant less by using DR Webb. CM Helfrich reminded the Mayor that she is a part time employee. Mayor Cramblett said it comes back to priorities. He asked if the Planner is more of a priority than the Fire Department. CM Helfrich said this all ties back to economic development. Mayor Cramblett said part of the problem is adding the expense of PERS and medical benefits for full time employees.

City Administrator Zimmerman said he would work on other options. He said if the fee was going to be suspended it would have to be done by resolution as it was set by resolution. He asked for a motion from Council to suspend the fee. Consensus of Council was that they were not ready to suspend the fee as they needed more information.

e. **City Administrator Zimmerman Report.** City Administrator Zimmerman gave his report on the Community Ed Program, trimming of the cherry trees, a proclamation for September for Trails Month in Cascade Locks, the OPUC Inspection Report, his attendance at a Small Cities Region 2 meeting, and reported that the City received a plaque from the Oregon Association of Water Utilities celebrating 20 years in the organization.

8. **Mayor and City Council Comments.** CM Randall suggested expediting help from the auditors.
9. **Other matters.** None.
10. **Executive Session as may be required.** None.
11. **Adjournment. Motion:** CM Helfrich moved, seconded by CM Walker, to adjourn. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, and Mayor Cramblett. The meeting was adjourned at 9:49 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO.

1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
3/29/2013	Mid Month AP	\$ 99,206.24
4/5/2013	Gross Payroll	\$ 43,902.41

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GRAND TOTAL	\$ 143,108.65
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APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3426	03/13	03/29/2013	40	9908304519	AIRGAS	Cylinder Rental	0540562351	15.93
Total 3426:								
3427	03/13	03/29/2013	6820	51873	Anderson Perry & Associates Inc.	Wastewater Facilities Plan	3140562152	5,000.00
Total 3427:								
3428	03/13	03/29/2013	650	013113D	CASCADE LOCKS CHEVRON (DBA)	EGR Valve	0340562441	187.55
3428	03/13	03/29/2013	650	013113D	CASCADE LOCKS CHEVRON (DBA)	EGR Valve	2140562441	417.45
3428	03/13	03/29/2013	650	013113E	CASCADE LOCKS CHEVRON (DBA)	Fuel Injector Test	0340562441	277.76
3428	03/13	03/29/2013	650	013113E	CASCADE LOCKS CHEVRON (DBA)	Fuel Injector Test	2140562441	618.24
3428	03/13	03/29/2013	650	013113F	CASCADE LOCKS CHEVRON (DBA)	Turbo Recondition	0340562441	292.95
3428	03/13	03/29/2013	650	013113F	CASCADE LOCKS CHEVRON (DBA)	Turbo Recondition	2140562441	652.05
3428	03/13	03/29/2013	650	032613	CASCADE LOCKS CHEVRON (DBA)	Oil Change/Tire Change Out/Repair	0140162441	21.00
3428	03/13	03/29/2013	650	032613	CASCADE LOCKS CHEVRON (DBA)	Oil Change/Tire Change Out/Repair	0540562441	21.00
3428	03/13	03/29/2013	650	032613	CASCADE LOCKS CHEVRON (DBA)	Oil Change/Tire Change Out/Repair	3140562441	21.00
3428	03/13	03/29/2013	650	032613	CASCADE LOCKS CHEVRON (DBA)	Oil Change/Tire Change Out/Repair	5140562200	21.00
Total 3428:								
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140162551	142.42
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0140462551	964.02
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0540562439	713.58
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	0840562071	28.80
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	1740562551	21.30
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2140562070	1,038.25
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	2142162071	240.52
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	3140562070	2,041.28
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	4142162071	374.36
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5140562800	21.30
3429	03/13	03/29/2013	670	2113 UBS	CASCADE LOCKS LIGHT CO.	City Utilities	5142162071	360.78
Total 3429:								
3430	03/13	03/29/2013	790	313230273 3	CENTURYLINK	Fire Department Phones	0540562050	139.05
3430	03/13	03/29/2013	790	313401451 3	CENTURYLINK	WWTP	3140562050	114.86

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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3430	03/13	03/29/2013	790	313470082 3	CENTURYLINK	City Hall Phones	2142162050	153.69
3430	03/13	03/29/2013	790	313470082 3	CENTURYLINK	City Hall Phones	3142162050	84.47
3430	03/13	03/29/2013	790	313470082 3	CENTURYLINK	City Hall Phones	4142162050	61.58
3430	03/13	03/29/2013	790	313470082 3	CENTURYLINK	City Hall Phones	5142162050	130.25
3430	03/13	03/29/2013	790	313785638 3	CENTURYLINK	Sewer	2140562050	230.43
3430	03/13	03/29/2013	790	313891134 3	CENTURYLINK	Emergency After Hours	5140562050	39.18
3430	03/13	03/29/2013	790	313891134 3	CENTURYLINK	Emergency After Hours	5140662050	26.12
3430	03/13	03/29/2013	790	314228414 3	CENTURYLINK	Lift Station	3140562050	36.08
Total 3430:								1,130.71
3431	03/13	03/29/2013	800	320153997 3	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	8.05
Total 3431:								8.05
3432	03/13	03/29/2013	940	031113	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	494.00
Total 3432:								494.00
3433	03/13	03/29/2013	1370	330066	DAY WIRELESS SYSTEMS	Radio Reprogramming and Narrow Band	0540562442	350.00
Total 3433:								350.00
3434	03/13	03/29/2013	2180	9075596727	GRAINGER	Paper Towels	0540562440	83.48
Total 3434:								83.48
3435	03/13	03/29/2013	2340	1727152-01	HENRY SCHEIN	saline	0540562351	29.88
Total 3435:								29.88
3436	03/13	03/29/2013	2570	0003131002	HOOD RIVER NEWS	Public Hearing CDC	0140262037	60.00
Total 3436:								60.00
3437	03/13	03/29/2013	3110	9369	LOCAL GOVERNMENT	Create Job Descriptions	5140562190	350.00
Total 3437:								350.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162020	12.00
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162055	2.98
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162055	.01
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140262055	.94
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0540562020	2.00
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0542162055	.32
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162020	4.00
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162055	1.89
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	3142162020	3.00
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	3142162055	1.58
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	4142162055	.24
3438	03/13	03/29/2013	3160	032613	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162020	9.98
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Total 3438:								43.33
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Balance of Audit	0140162080	3,336.00
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Additional Conference/Consults	0140162110	600.00
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Balance of Audit	0542162080	136.00
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Balance of Audit	0840562080	347.00
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Balance of Audit	2142162080	942.00
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Balance of Audit	3142162080	1,885.00
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Balance of Audit	4142162080	546.00
3439	03/13	03/29/2013	4080	031413	ONSTOTT & BROEHL, PC	Balance of Audit	5142162080	5,208.00
Total 3439:								13,000.00
3440	03/13	03/29/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140162055	60.00
3440	03/13	03/29/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0140262055	19.00
3440	03/13	03/29/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	0542162055	7.00
3440	03/13	03/29/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	2142162055	38.00
3440	03/13	03/29/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	3142162055	32.00
3440	03/13	03/29/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	4142162055	5.00
3440	03/13	03/29/2013	4640	8-9-0833-422	PITNEY BOWES INC	Postage	5142162055	89.00
Total 3440:								250.00
3441	03/13	03/29/2013	4810	7038	PRINT IT	PC Name Plates	0140162010	7.86
3441	03/13	03/29/2013	4810	7038	PRINT IT	PC Name Plates	0140262010	1.11
3441	03/13	03/29/2013	4810	7038	PRINT IT	PC Name Plates	0542162010	.15

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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3441	03/13	03/29/2013	4810	7038	PRINT IT	PC Name Plates	3142162010	3.12
3441	03/13	03/29/2013	4810	7038	PRINT IT	PC Name Plates	4142162010	.93
3441	03/13	03/29/2013	4810	7038	PRINT IT	PC Name Plates	5142162010	13.68
Total 3441:								30.00
3442	03/13	03/29/2013	6824	H130450036	Providence Health & Services	PF Review Resp HX Form	0540562017	16.00
3442	03/13	03/29/2013	6824	H130450036	Providence Health & Services	PF Review Resp HX Form	0540562017	16.00
3442	03/13	03/29/2013	6824	H130450037	Providence Health & Services	PF Review Resp HX Form	0540562017	16.00
3442	03/13	03/29/2013	6824	H130450037	Providence Health & Services	PF Review Resp HX Form	0540562017	16.00
3442	03/13	03/29/2013	6824	H130450037	Providence Health & Services	PF Review Resp HX Form	0540562017	16.00
3442	03/13	03/29/2013	6824	H130530008	Providence Health & Services	PF Level 1 Physical	0540562017	74.25
3442	03/13	03/29/2013	6824	H130600027	Providence Health & Services	PF Level 1 Physical	0540562017	74.25
3442	03/13	03/29/2013	6824	H130640021	Providence Health & Services	PF Level 1 Physical	0540562017	74.25
3442	03/13	03/29/2013	6824	H130660033	Providence Health & Services	PF Level 1 Physical	0540562017	74.25
Total 3442:								377.00
3443	03/13	03/29/2013	4840	452	PUBLIC UTILITY DIST. #1	New Meter Installation	5140662750	407.76
Total 3443:								407.76
3444	03/13	03/29/2013	6780	16315478	Ricoh Americas Corporation	Lease	0140162120	52.62
3444	03/13	03/29/2013	6780	16315478	Ricoh Americas Corporation	Lease	0540562120	31.33
3444	03/13	03/29/2013	6780	16315478	Ricoh Americas Corporation	Lease	2142162120	31.33
3444	03/13	03/29/2013	6780	16315478	Ricoh Americas Corporation	Lease	3142162120	25.05
3444	03/13	03/29/2013	6780	16315478	Ricoh Americas Corporation	Lease	4142162121	27.56
3444	03/13	03/29/2013	6780	16315478	Ricoh Americas Corporation	Lease	5142162121	68.91
Total 3444:								236.80
3445	03/13	03/29/2013	5270	032713	SHIRELLE PRICE	Reimburse Mileage	0140162020	9.47
3445	03/13	03/29/2013	5270	032713	SHIRELLE PRICE	Reimburse Mileage	2142162020	2.78
3445	03/13	03/29/2013	5270	032713	SHIRELLE PRICE	Reimburse Mileage	3142162020	1.97
3445	03/13	03/29/2013	5270	032713	SHIRELLE PRICE	Reimburse Mileage	4142162020	.27
3445	03/13	03/29/2013	5270	032713	SHIRELLE PRICE	Reimburse Mileage	5142162020	8.11
Total 3445:								22.60

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3446	03/13	03/29/2013	6832	032613	The Cabinet Tree	Scan/Copies	1740562870	13.50
Total 3446: 13.50								
3447	03/13	03/29/2013	6110	03/13 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	3.00
3447	03/13	03/29/2013	6110	03/13 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	26.00
3447	03/13	03/29/2013	6110	03/13 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	42.00
3447	03/13	03/29/2013	6110	03/13 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	16.00
3447	03/13	03/29/2013	6110	03/13 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	174.10
Total 3447: 261.10								
3448	03/13	03/29/2013	230	16359627	AVG TECHNOLOGIES	Renewal	0140162081	89.85
3448	03/13	03/29/2013	230	16359627	AVG TECHNOLOGIES	Renewal	2142162081	81.72
3448	03/13	03/29/2013	230	16359627	AVG TECHNOLOGIES	Renewal	3142162081	50.57
3448	03/13	03/29/2013	230	16359627	AVG TECHNOLOGIES	Renewal	4142162081	13.09
3448	03/13	03/29/2013	230	16359627	AVG TECHNOLOGIES	Renewal	5142162081	216.26
Total 3448: 451.49								
3291301	03/13	03/29/2013	440	FEB2013-P	BPA	Power Bill	5140562820	48,749.00
3291301	03/13	03/29/2013	440	FEB2013-P	BPA	Power Bill	5140662820	8,361.00
Total 3291301: 57,110.00								
3291302	03/13	03/29/2013	440	FEB13-TRNO	BPA	Transmission Bill	5140562821	8,910.00
3291302	03/13	03/29/2013	440	FEB13-TRNO	BPA	Transmission Bill	5140662821	1,511.00
Total 3291302: 10,321.00								
3291303	03/13	03/29/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	63.87
3291303	03/13	03/29/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	3.77
3291303	03/13	03/29/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	15.00
3291303	03/13	03/29/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	17.53
3291303	03/13	03/29/2013	6080	1536020610	U S BANK	Bank Fees	4142162110	2.01
3291303	03/13	03/29/2013	6080	1536020610	U S BANK	Bank Fees	5142162110	131.87
Total 3291303: 234.05								
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	0140162010	19.99

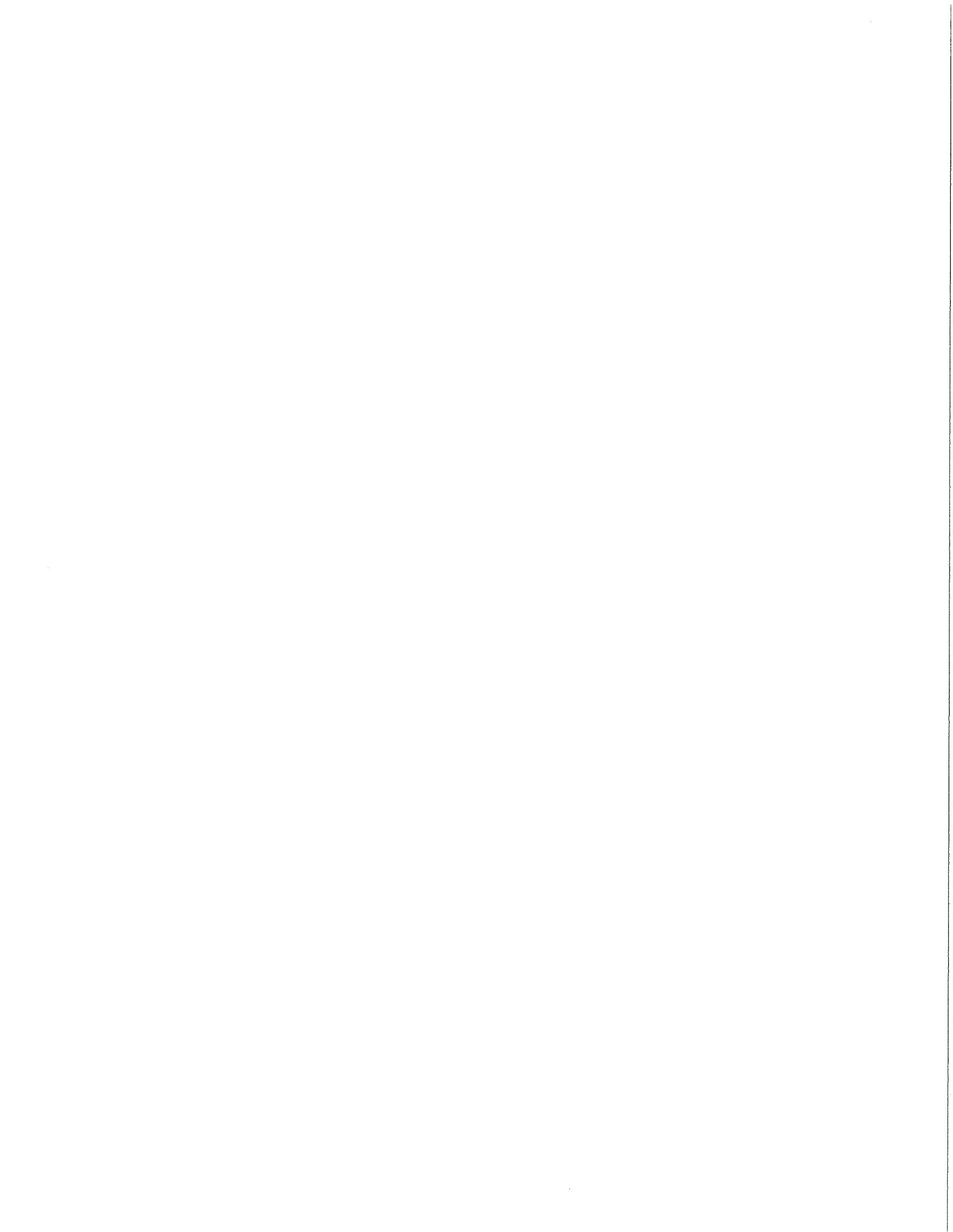
Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	0140162020	36.72 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	0140162020	49.44 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	0140262020	20.52 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	0540562050	30.00 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	2142162020	10.80 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	2142162020	14.51 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	3142162020	7.56 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	3142162020	10.27 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	4142162020	1.08 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	4142162020	1.42 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	5140563700	36.98 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	5140563700	49.50 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	5140663700	36.98 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	5140663700	49.50 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	5142162020	31.32 M
3291304	03/13	03/29/2013	6090	03/13 VISAS	U S BANK CC	March Visas	5142162020	42.36 M

Total 3291304:

448.95

Grand Totals:

99,206.24



STAFF REPORT

Date Prepared: 3/22/13

For City Council Meeting on: 4/08/13

TO: Honorable Mayor and City Council

PREPARED BY: Marianne Bump, Finance Officer 

APPROVED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Authorizing resolution No. 1260, making a payment plan to reimburse the City Light Fund for labor and equipment that was used during the Columbia Cascade Senior Housing Development.

SYNOPSIS: On June 15, 2011 City Council approved an MOU that indicates the City will provide labor and equipment as an in-kind contribution. It is the city's standard operating procedure that the City Light Department does not install utilities for a customer without full reimbursement.

In June 2011 the budget committee and council set into place a repayment schedule for the General Fund to pay an amount of \$26,920 over a period of 10 years. The payments were started 4/1/2012 per the payment schedule. During our recent audit for the FY 2011-2012 it was discovered that no resolution was brought to council to approve this recommendation and that the amount was an estimate not actual expense.

The actual expense for labor was \$11,002.79 and for equipment was \$3,360.00 giving a total of \$14,362.79 to be reimbursed to City Light. With no resolution in place the auditor reversed the payments that had been made in the amount of \$672.99 for the budget year 11-12. No payments have been made for this budget year but with the passing of this resolution the city will pay the Light Department \$2,393.80 in April 2013 and will continue to pay this amount annually for 6 years until the expense is fully paid for.

CITY COUNCIL OPTIONS:

1. Approve Resolution No. 1260 as presented.
2. Establish other direction for staff to proceed
3. Take no action

RECOMMENDATION: The City Council, by motion, approves Resolution No. 1260 authorizing the payment schedule \$2,393.80 annually from the General Fund until all expenses have been paid.

Legal Review and Opinion: N/A

Financial review and status: An amount of \$2,700 has been budget for this year so there will be no additional financial impact.

BACKGROUND INFORMATION:

1. Payment schedule is attached.
2. Copy of special council meeting minutes for June 15, 2011 approving the MOU.
3. Copy of the MOU agreement
4. Copy of labor and equipment expenses.

RESOLUTION NO. 1260

A RESOLUTION AUTHORIZING REIMBURSEMENT OF EXPENSES FOR LABOR AND EQUIPMENT TO THE CITY LIGHT FUND IN THE AMOUNT OF \$14,362.79 FOR THE COLUMBIA CASCADE SENIOR HOUSING DEVELOPMENT.

WHEREAS, an MOU was approved by City Council on June 15, 2011 indicating that the city will install utilities providing labor and equipment as an in-kind contribution; and

WHEREAS, the city does not install utilities without full reimbursement by the customer; and

WHEREAS, the budget committee and council in June 2011 set into place a repayment schedule without passing a resolution and therefore the auditor reversed out the payments that had already been made until a resolution could be officially put into place; and

WHEREAS, with this resolution the city will reimburse the City Light Fund for those expenses through an annual transfer from the General Fund in the amount of \$2,393.80 for 6 years until fully paid.

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

SECTION 1. Repayment of expenses for installation of utilities. The City agrees to reimburse the City Light Fund for labor and equipment expense in the amount of \$14,362.79, making payments of \$2,393.80 annually for 6 years. Nothing in the resolution prevents the City from repaying any portion of this expense on an earlier or abbreviated timeline.

SECTION 2. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 3. Expiration. This resolution shall remain in effect until completion and approval of the audit of the fiscal year in which the final payment is made.

ADOPTED by the City Council this **8th** day of **April**, 2013.

APPROVED by the Mayor this **8th** day of **April**, 2013.

ATTEST

City Recorder

Mayor

1. **Call Meeting to Order / Pledge of Allegiance to the American Flag / Roll Call:** Mayor Fischer called the meeting to order at 6:09 PM. CM's Haight, Pruit, Masters, Cramblett, and Mayor Fischer were present. CM's Benson and Zerfing were excused. Also present was ICA Carson, Accounting Clerk Shirelle Price, Ruby Mason, Rob Brostoff, Tina Tarani, and Camera Operator Betty Rush.

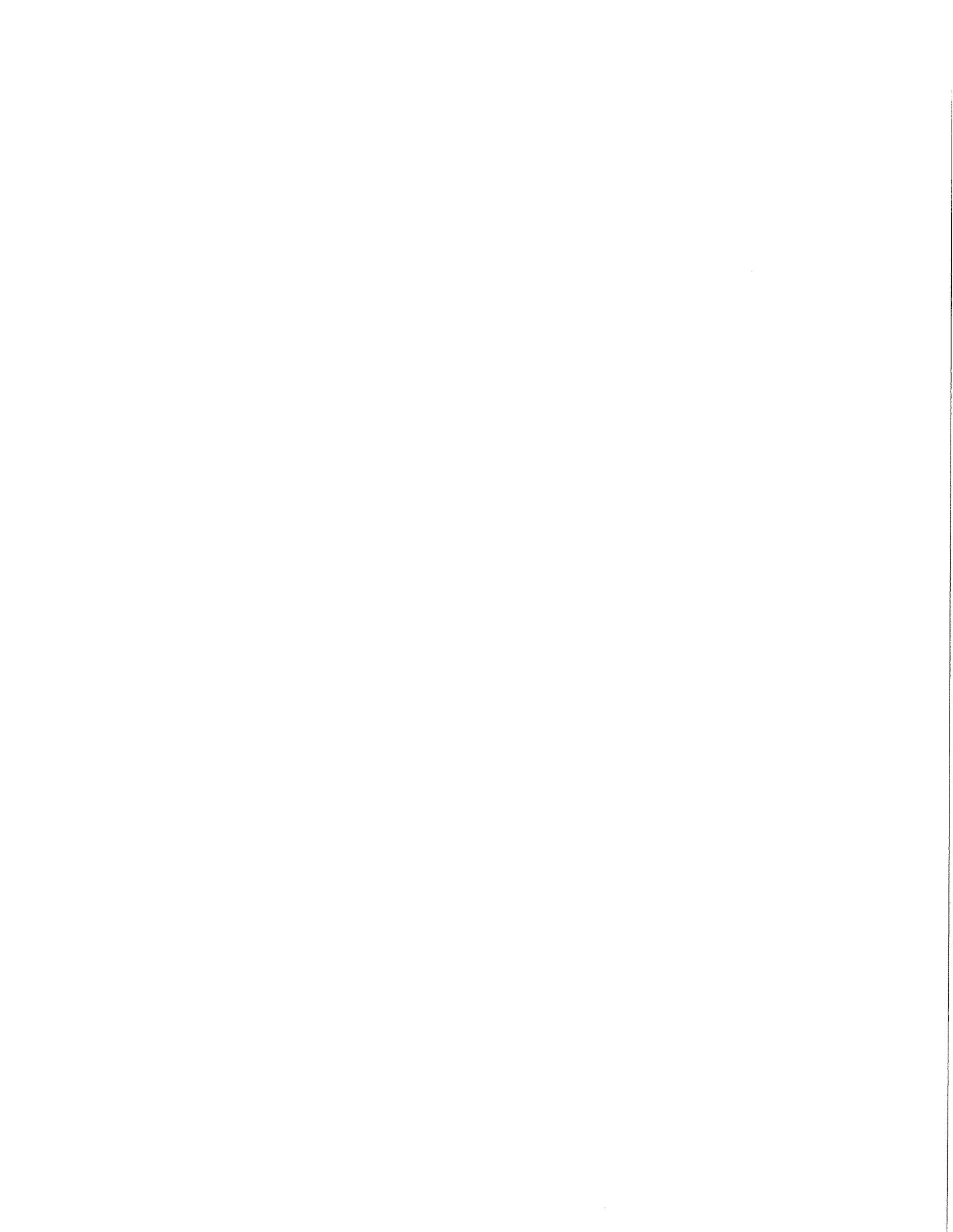
2. **Approval of Memorandum of Understanding for Construction of Utilities to Serve Cascade Meadows:** ICA Carson said the Council has been given an updated MOU dated 06/15/11 at the bottom of the page and explained the changes. He said there is a Land Lease Agreement also. ICA Carson said the attorney has reviewed the documents. Ms. Mason explained the differences between 1.2 and 1.11 of the Land Lease Agreement. Mayor Fischer asked if the completion date was January 1, 2013. Ms. Mason stated yes or hopefully before that date. Mayor Fischer asked if the project was to finish in the winter then seeding would have to take place in the spring or early fall, otherwise it wouldn't be any good. **Motion:** CM Pruit moved, seconded by CM Haight, to authorize ICA Carson to sign the MOU for construction of utilities to serve Cascade Meadows and the Land Lease Agreement. The motion passed unanimously by CM's Haight, Pruit, Masters, Cramblett, and Mayor Fischer.

3. **Adjournment: Motion:** CM Pruit moved, seconded by CM Haight, to adjourn the meeting.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

George Fischer, Mayor



MEMORANDUM OF UNDERSTANDING FOR
CONSTRUCTION OF UTILITIES TO SERVE
CASCADE MEADOWS

This Memorandum of Understanding ("Agreement") is made and entered into this 15th day of June, 2011, by and between the City of Cascade Locks, an Oregon municipal corporation ("City") and Cascade Meadows Senior Apartments, an Oregon public benefit nonprofit corporation ("Owner").

RECITALS

- A. The City is the owner and provider of the water, sewer, electric and cable utilities within the city boundaries.
- B. The Owner intends to own the property which is described as follows:
 - Parcels 1, 2 and 3 of the Cascade Meadows Plat filed on January 27, 2011, as document number 201100292 of the deed records of Hood River County;
 - and Parcel 2 of Partition Plat 2010-11P filed on December 23, 2010, as document number 20104423 of the deed records of Hood River County;
 - (collectively, the "Project").
- C. The City entered into a Letter of Intent regarding the Project with Columbia Cascade Housing Corporation, Owner's predecessor in interest, dated November 9, 2009, in which the City agreed to provide labor and equipment to extend utilities to serve the Project.
- D. The City and the Owner, as beneficiary of the Letter of Intent, wish to set forth the specific terms of their agreement with regard to the Project.

AGREEMENT

Therefore, in consideration of the foregoing recitals and the promises and covenants stated herein, the parties agree as follows:

**ARTICLE I
OWNER'S OBLIGATIONS**

- 1.1 Owner intends to enter into a construction contract for the construction of the Project ("Construction Contract") with Bogatay Construction ("General Contractor").
- 1.2 Owner will construct a new eight inch water line in Belle Street in accordance with the City approved plans. Owner is not responsible for any pre-existing tree root damage in Belle Street.
- 1.3 Owner will be responsible for repairing any damage to the existing water lines in Belle Street which occurs because of Owner's construction of the new water line.

1.4 The City has the option to connect the water laterals from the homes in Belle Street to the new water line being installed by the Owner, provided that the City notifies Owner that it will exercise this option one week prior to installation of the 8" water main. If exercised, the City will be responsible for repairing any damage to the new water line which occurs because of the City's connection of the laterals. Such work and materials shall be at the City's sole expense. The City will perform this work while the trench is open.

1.5 Owner's obligations are conditioned on receiving a grant from the United States Department of Housing and Urban Development and the purchase of the Project ("Closing").

1.6 Owner will arrange a pre-construction meeting with the City to develop the project schedule and to plan and coordinate work for the construction of the extension of Belle Street, which is the Owner's responsibility, and for the trenching, installation, and backfilling for the electric power and cable, which is the City's responsibility, as described below.

1.7 Owner is responsible for installation of all storm water facilities for the Project.

ARTICLE II CITY'S OBLIGATIONS

2.1 The City will provide the following in-kind contributions to the Project:

\$11,310 SDC credit for 8" water line
\$26,920 City labor and equipment to install electric service (no materials)
\$23,270 Land lease for construction trailer, material storage and top soil.
\$61,500 Total city commitment

2.2 In fulfillment of its commitment to provide labor and equipment to install electric service, the City will provide all required trenching labor and equipment to run on-site power and cable in appropriate conduit to within 10" of all four new buildings in the Project from the current location in Belle Street.

2.3 The City will coordinate with the General Contractor as to the timing for the performance of its work and the location of the power and cable in the Project, and will follow the project schedule and the instructions of the General Contractor.

2.4 The City will do its best to meet the project schedule, but the Owner understands and agrees that emergency repairs to the City's existing system must take priority.

2.5 The City shall promptly pay any and all bills arising from or connected with the work performed by the City so that no lien attaches to the Project.

2.6 The City will do agreed upon trenching. However, if the City hits large rock formations, then work will stop when the maximum of \$26,920 of expenditures for the trenching is reached.

2.10 The City will execute a land lease that will allow Owner to provide a silt fence on an area on adjacent City property to store fill and equipment related to the construction of the Project. When construction is complete, Owner will remove all equipment and excess fill from the site, remove the silt fence and hydroseed to replace any damaged grass. However, Owner will not be obligated to irrigate the area.

ARTICLE III GENERAL PROVISIONS

3.1 Insurance.

3.1.1 City shall perform its work using its employees and shall maintain workers compensation insurance covering its employees and liability insurance covering its operations.

3.1.2 Owner shall assure that its General Contractor maintains Comprehensive General Liability Insurance during the construction of the Project and that City is named as an additional insured.

3.2 Time is of the Essence. Time is expressly made of the essence of each provision of this Agreement.

3.3 Notices: Any notice required or permitted under this Agreement shall be in writing and shall be deemed given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as first class mail addressed to:

To City: City of Cascade Locks
Attn: Richard Carson, City Administrator
PO Box 308
Cascade Locks, OR 97014

With a copy to: Jeff Bennett
Jordan Schrader Ramis PC
Two Centerpointe Drive, 6th Floor
Lake Oswego, OR 97035
Fax: (503) 598-7373

To Owner: Cascade Meadows Senior Apartments
c/o Columbia Cascade Housing Corporation
Attn: Ruby Mason
312 Court St. Ste. 419
The Dalles, OR 97058

With a copy to: Martha Taylor
Community Development Law Center
921 SW Washington, Ste. 454

Portland, OR 97205
Fax: (503) 974-2352

3.5 The following persons shall be the authorized representatives of the parties:

City: Richard Carson
Title: City Administrator, City of Cascade Locks
Phone Number: 541-490-9334

Owner: Ruby Mason
Title: Executive Director, Mid-Columbia Housing Authority
Phone Number: 541-296-5462, ext. 13

3.6 Amendments. This Agreement may be amended, modified, or extended, but only by written instrument executed by both parties.

3.7 Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the state of Oregon.

3.8 Severability. If any portion of this Agreement shall be invalid or unenforceable to any extent, the validity of the remaining provisions shall not be affected thereby.

3.9 Counterparts. This Agreement may be executed in any number of counterparts and by different parties hereto on separate counterparts, each of which counterparts, when so executed and delivered, shall be deemed to be an original and all of which counterparts, taken together, shall constitute but one and the same instrument.

3.10 Termination. If the condition in Section 1.5 has not been satisfied by December 31, 2011, this Agreement shall terminate and the parties shall have no further obligation to each other.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the day and year first above written.

FOR THE CITY OF CASCADE LOCKS

By: Richard Carson
Name: RICHARD CARSON
Its: City Administrator

CASCADE MEADOWS SENIOR APARTMENTS

By: _____
Name: _____
Its: President

LAND LEASE AGREEMENT

This Land Lease Agreement ("Agreement") is made and entered into as of June 15, 2011, by and between the City of Cascade Locks, an Oregon municipal corporation ("Lessor") and Cascade Meadows Senior Apartments, an Oregon public benefit nonprofit corporation ("Lessee").

RECITALS

A. The Lessee owns the property which is described as follows:

Parcels 1, 2, and 3 of the Cascade Meadows Plat filed on January 27, 2011, as document number 201100292 of the deed records of Hood River County;

and Parcel 2 of Partition Plat 2010-11P filed on December 23, 2010, as document number 20104423 of the deed records of Hood River County;

on which it intends to construct senior housing (collectively, the "Project").

B. The Lessor is the owner of a certain piece or parcel of land, adjacent to Lessee's property, which is described and depicted in Exhibit A attached hereto and incorporated herein by this reference, and which is part of the parcel of real property owned by the Lessor situated in the City of Cascade Locks, Hood River County, Oregon, more specifically described as tax lot 2N 7E 12AD 3600 in Hood River County.

C. The Lessee desires to lease the aforesaid parcel, hereinafter referred to as "the Land," from the Lessor with the terms and conditions hereinafter set forth.

AGREEMENT

Therefore, the parties intending to be legally bound hereby, in consideration of the foregoing recitals and the promises and covenants stated herein, agree as follows:

ARTICLE I AGREEMENT AND USE

1.1 Lease. Lessor hereby leases the Land to Lessee and Lessee rents from Lessor, for the purpose of storing fill and equipment related to the construction of the Project.

1.2 Term. The term of the Agreement is for a term to commence ten (10) days following notice from Lessee to Lessor, but not later than September 1, 2011, and terminate at when Lessee obtains Certificates of Occupancy for all units in the project or January 1, 2013 whichever is first.

1.3 Rent. Lessee and Lessor agree that the value of this Lease is \$23,270, but that Lessee has no obligation to pay this sum, which shall be considered a grant to Lessee from Lessor.

1.4 Use of the Land. Lessee shall use the Land as a construction staging area and for the storage of fill soil, construction trailer(s), materials and equipment related to the construction of the Project. Lessee may construct a silt fence on the Land. In addition, Lessee may install other temporary fencing and other such items as needed to protect Lessee's equipment. The Lessee shall install a silt fence around the Land.

1.5 Real Estate Taxes. All real estate taxes levied upon or due and owing on the Land during the term of this Agreement shall be paid for by and are the responsibility of Lessor.

1.6 Access. Lessor will provide Lessee with access to the Land twenty-four hours per day, seven days a week, three hundred sixty-five days a year.

1.7 Hazardous Materials. Lessee will not store hazardous materials on the Land and will not conduct any activities on the Land that would result in the Land becoming contaminated with hazardous materials or hazardous waste. Lessee will indemnify and hold Lessor harmless from and against any and all claims, demands, damages, costs, expenses, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings (including reasonable attorney fees) arising directly or indirectly from or out of, or in any way connected with any activities on the Land during the term of this Lease, as it may extended that directly or indirectly result in the Land or any other property becoming contaminated with hazardous or toxic waste or substances, or the clean-up of hazardous materials from the Land or any other property required as a result of Lessee's activities on the Land. Lessee acknowledges that it will be solely responsible for all costs and expenses relating to the clean-up of hazardous materials from the Land or from any other properties that become contaminated with hazardous or toxic waste or substances as a result of Lessee's activities on the Land, provided that nothing herein shall be construed to limit any right of Lessee to seek contribution or indemnity from any party other than Lessor.

1.8 Insurance. Lessee is responsible for insuring all equipment stored on the Land against, fire, theft, and any and all other casualty and loss. Lessor will not be held liable due to theft or vandalism of any equipment stored on the Land. Lessee shall maintain General Commercial Liability insurance covering the Land and shall name Lessor as an additional insured on such policy of insurance.

1.9 Laws, Regulations, and Codes. Lessee shall at all times during the term of this Agreement comply with all local, state and federal laws, building, fire and sanitation regulations and codes as they affect Lessee's enjoyment of the Land.

1.10 Waste and Nuisance. Lessee hereby covenants and agrees not to commit waste on or at the Land or allow it to be committed nor permit maintenance of a nuisance or any other noxious matter which may interfere with or affect the Land.

1.11 Surrender of Premises. Lessee shall surrender the Land at the end of the term arranged for under this Agreement or any extension hereof, and remove within 15 business days of said expiration all Lessee's fill, equipment, and the silt fence from the Land, and shall replace all damaged grass with hydro-seed. However, it is not Lessee's obligation to irrigate the Land or to otherwise assure that the seed germinates and grows.

1.12 Assignment and Subordination. Lessee during the term hereof, shall not sell, assign, sublease, mortgage or encumber any part or all of Lessee's leasehold interest in the Land.

ARTICLE II EVENTS OF DEFAULT AND REMEDIES

2.1 Events of Default. Each of the following events shall constitute an event of default under this Agreement:

2.1.1. If Lessee defaults in the performance of or compliance with any of the terms, covenants, agreements, conditions or provisions of this Agreement and such default continues for a period of ten (10) days after written notice thereof by Lessor to Lessee;

2.1.2. If a receiver or trustee is appointed to take possession of all or a substantial portion of the assets of Lessee;

2.1.3. If any bankruptcy, reorganization, moratorium, insolvency, creditor adjustment, or debt rehabilitation proceedings or the like are instituted by or against Lessee under any state or federal law;

2.1.4. If a liquidator, receiver, custodian, sequester, conservator, trustee or other similar judicial officer is applied for by Lessee or appointed for Lessee.

2.2. Remedies. In addition to all the remedies provided to Lessor in this Agreement, Lessor has the following rights upon or after the occurrence of an event of default by Lessee, subject to the rights of the Secretary of the U.S. Department of Housing and Urban Development, or his successors in office, as set forth below::

2.2.1. To terminate this Agreement, in which case Lessee's right to possession of the Land will cease and this Agreement will be terminated, and Lessor will retain all payments previously made hereunder by Lessee as liquidated damages;

2.2.2. To reenter and take possession of the Land, expel Lessee, and remove the effects of Lessee, using such force for such purposes as may be necessary, without being liable for prosecution, and without prejudice to pursue other remedies;

2.2.3. To cure any event of default and to charge Lessee for the cost of effecting such cure, including without limitation reasonable attorneys' fees and interest provided that Lessor will have no obligation to cure any such event of default of Lessee.

2.3. Rights of HUD. For so long as the Secretary of the U.S. Department of Housing and Urban Development, or his successors in office, shall hold a mortgage on the Project, the Lessor shall give sixty (60) days prior written notice to said Secretary before exercising its remedies hereunder. The Secretary, or his successors in office, shall then have the option, upon written notification to the Lessor within said period, to continue as Lessee under this Lease upon the same terms and conditions.

ARTICLE III GENERAL PROVISIONS

3.1 Time is of the Essence. Time is expressly made of the essence of each provision of this Agreement.

3.2 Notices. Any notice required or permitted under this Agreement will be in writing and will be deemed given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as first class mail addressed to:

To Lessor: City of Cascade Locks
Attn: Richard Carson, City Administrator
PO Box 308
Cascade Locks, OR 97014

With a copy to: Jeff Bennett
Jordan Schrader Ramis PC
Two Centerpointe Drive, 6th Floor
Lake Oswego, OR 97035
Fax: (503) 598-7373

To Lessee: Cascade Meadows Senior Apartments
c/o Columbia Cascade Housing Corporation
Attn: Ruby Mason
312 Court St. Ste. 419
The Dalles, OR 97058

With a copy to: Martha Taylor
Community Development Law Center
921 SW Washington, Ste. 454
Portland, OR 97205
Fax: (503) 974-2352

To HUD: Ruth Curtis
Multifamily Housing Representative
Portland HUD Office
400 SW Sixth, Suite 700
Portland, OR 97204

3.3 Authorized Representatives. The following persons are the authorized representatives of the parties:

Lessor: Richard Carson
Title: City Administrator, City of Cascade Locks
Phone: 541-490-9334

Lessee: Ruby Mason
Title: Executive Director, Mid-Columbia Housing Authority

Phone: 541-296-5462, ext. 13

3.4 Amendments. This Agreement may be amended, modified, or extended; but only by written instrument executed by both parties.

3.5 Governing Law. This Agreement is to be construed in accordance with and governed by the laws of the state of Oregon.

3.6 Severability. If any portion of this Agreement is held to be invalid or unenforceable to any extent, the validity of the remaining provisions shall not be affected thereby.

3.7 Counterparts. This Agreement may be executed in any number of counterparts and by different parties hereto on separate counterparts, each of which counterparts, when so executed and delivered, will be deemed to be an original and all of which counterparts, taken together, will constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the day and year first above written.

FOR THE CITY OF CASCADE LOCKS

By: Richard Carson

Name: Richard Carson

Its: City Administrator

FOR CASCADE MEADOWS SENIOR APARTMENTS

By: _____

Name: _____

Its: _____

EXHIBIT A

(attach sketch showing location of Land)

Loan Calculator

Enter Values	
Loan Amount	\$ 14,362.79
Annual Interest Rate	0.00 %
Loan Period in Years	6
Number of Payments Per Year	1
Start Date of Loan	5/1/2012
Optional Extra Payments	\$ -

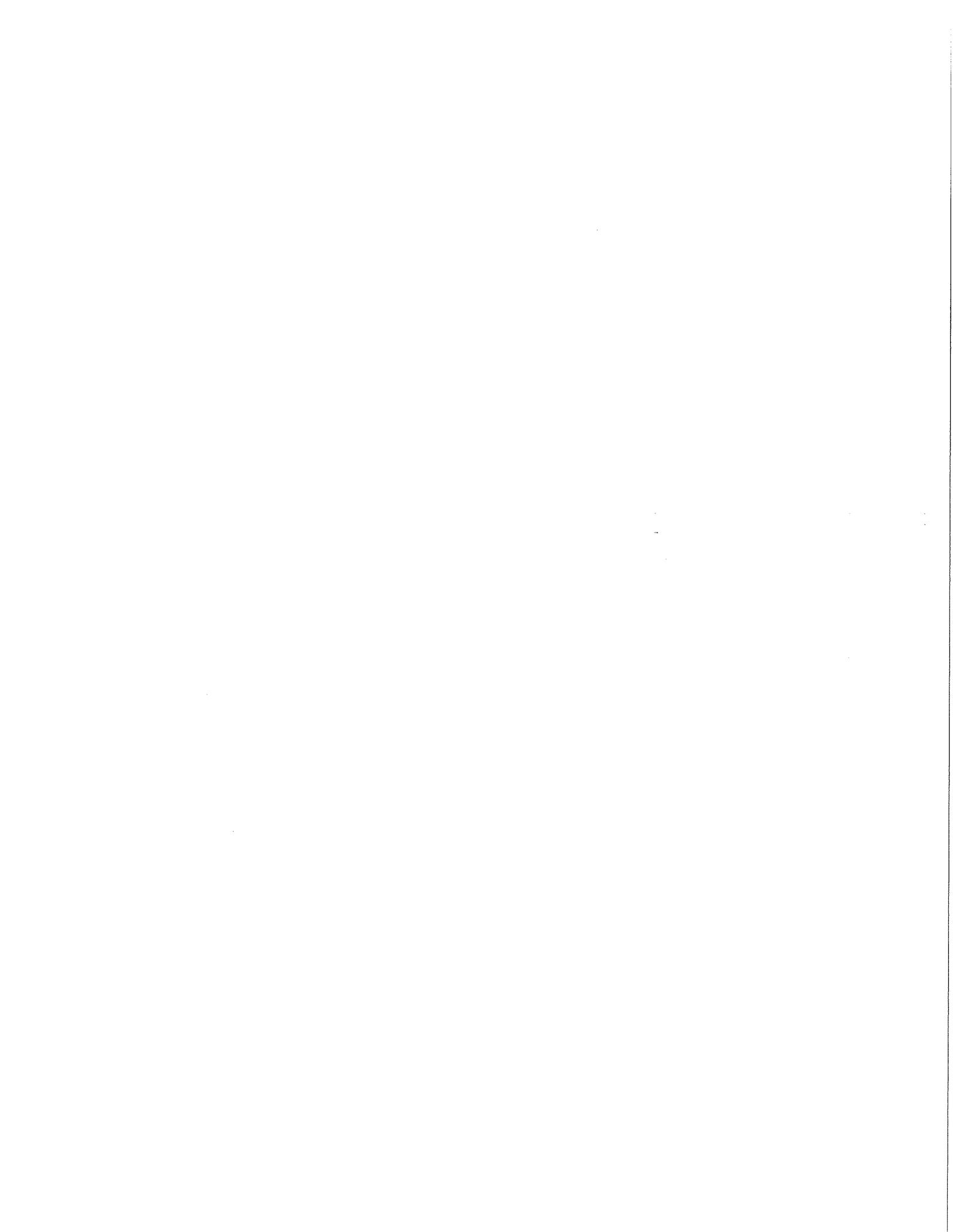
Loan Summary	
Scheduled Payment	\$ 2,393.80
Scheduled Number of Payments	6
Actual Number of Payments	6
Total Early Payments	\$ -
Total Interest	\$ 0.00

Lender Name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance
1	5/1/2013	\$ 14,362.79	\$ 2,393.80	\$ -	\$ 2,393.80	\$ 2,393.80	\$ 0.00	\$ 11,968.99
2	5/1/2014	11,968.99	2,393.80	-	2,393.80	2,393.80	0.00	9,575.19
3	5/1/2015	9,575.19	2,393.80	-	2,393.80	2,393.80	0.00	7,181.40
4	5/1/2016	7,181.40	2,393.80	-	2,393.80	2,393.80	0.00	4,787.60
5	5/1/2017	4,787.60	2,393.80	-	2,393.80	2,393.80	0.00	2,393.80
6	5/1/2018	2,393.80	2,393.80	-	2,393.80	2,393.80	0.00	0.00

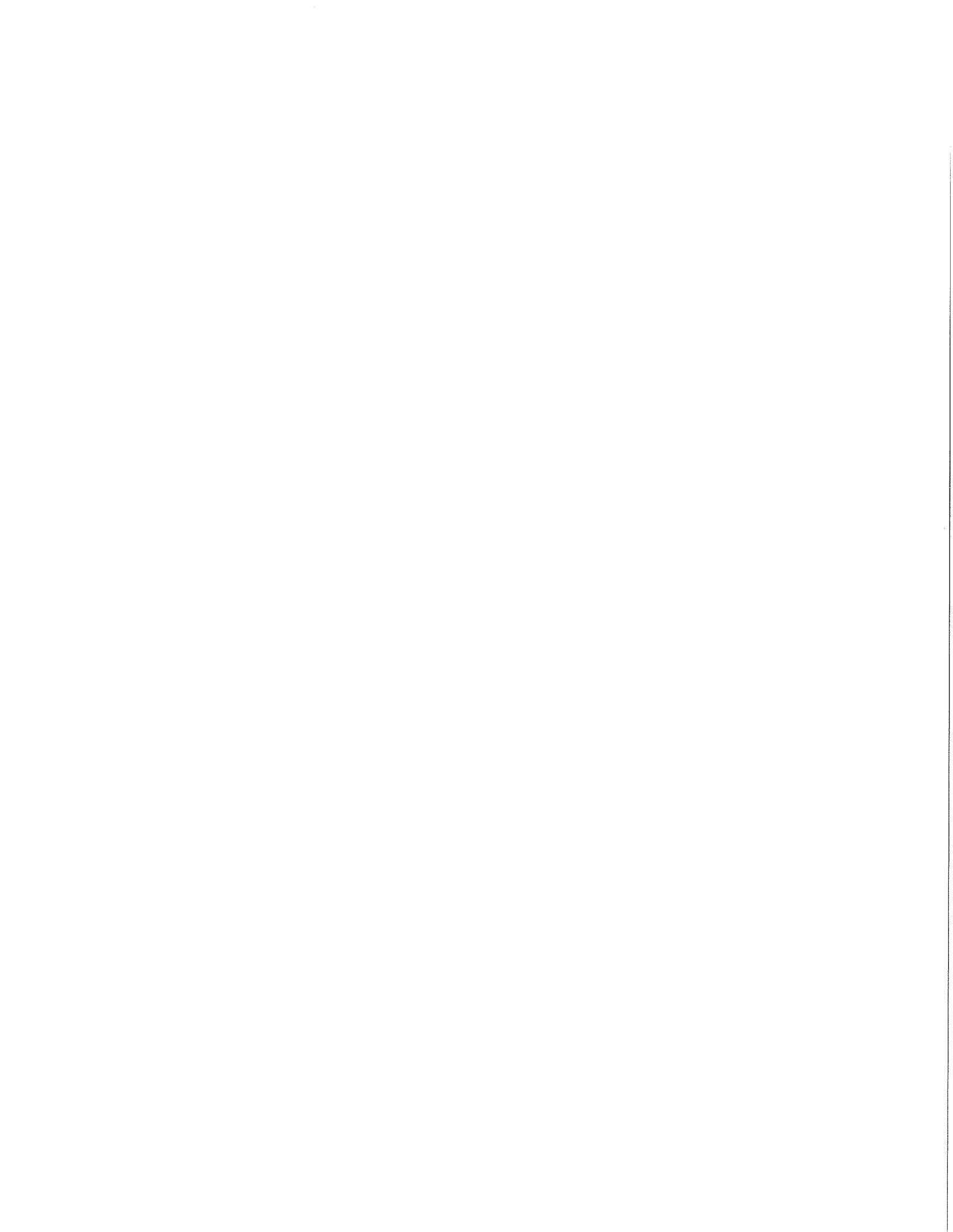
Auditor Report Personnel FY11/12

Job #	Job Title	Hupp	Schey	Neahr	Turkington	Total
Summary for 'Job #' = 0112 (101 detail records)						
	Southbank Wye Upgrade	7170.6	4909.41	4951.07	8129.02	25160.1
Summary for 'Job #' = 0212 (157 detail records)						
	Port Flex Building / Upgrades	9883.8	9212.72	6953.75	10479.58	36529.85
Summary for 'Job #' = 0312 (22 detail records)						
	Head In Building / Upgrade	452.2	0	1780.16	2105.71	4338.07
Summary for 'Job #' = 0412 (24 detail records)						
	Underground Primary Relocate / Treatment P	1098.2	969.76	556.3	2203.65	4827.91
Summary for 'Job #' = 0512 (59 detail records)						
	Cascade Meadows	1356.6	4485.14	2614.61	2546.44	11002.79
Summary for 'Job #' = 0612 (3 detail records)						
	Heuker OH service	0	363.66	0	489.7	853.36
Summary for 'Job #' = 0712 (9 detail records)						
	Crest Street Upgrade	581.4	363.66	0	1175.28	2120.34
Summary for 'Job #' = 0812 (9 detail records)						
	Ainsworth Park Underground Upgrade	646	787.93	222.52	440.73	2097.18
Summary for 'Job #' = 0912 (4 detail records)						
	Truck Pole, Forest Lane	452.2	484.88	0	244.85	1181.93
Summary for 'Job #' = 1012 (6 detail records)						
	Weight Station OH Service Relocate	646	0	556.3	146.91	1349.21
Summary for 'Job #' = 1112 (4 detail records)						
	Underground Line Installation / Slagel	0	0	0	930.43	930.43
Summary for 'Job #' = 1212 (7 detail records)						
	Tumalt Road Underground Service	452.2	181.83	0	538.67	1172.7
Grand Total		22,739.20	21,758.99	17,634.71	29,430.97	91,563.87



City Light Department
Equipment Cost for Columbia Cascade Housing Development
2011-2012

Equipment	Hours	Cost per Hour	Total Cost
Pickup	100	12.00	1,200.00
Back Hoe	16	35.00	560.00
Compressor	8	20.00	160.00
Bucket Truck	12	45.00	540.00
Light Truck	20	45.00	900.00
			<u>3,360.00</u>



CASCADE LOCKS STAFF REPORT

Date Prepared: April 2, 2013

For City Council Meeting on: April 8, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution 1261 Transferring Park and Recreation Equipment to Cascade Locks' Community Education Program

SYNOPSIS: The Community Education Program has begun developing and coordinating youth after school activities centered at the Cascade Locks School under the direction of Donna Mohr. The City Council has previously authorized the transfer of the remaining funds from the old City Recreation Department to the Community Education Program to help fund this program. We here have the opportunity to transfer the equipment inventory to the School to help augment this program. Mrs. Mohr has been working with her staff and the school staff to support all of the various classes and activities being developed. This inventory will help her in this development. She has already taken some of the inventory to the school for her programs.

This resolution allows the City to honor the donations made on the behalf of the children in the community from the many previous interested groups and individuals who have supported recreation activities in the past and will allow the City to reduce the inventory on our asset list covered by our insurance.

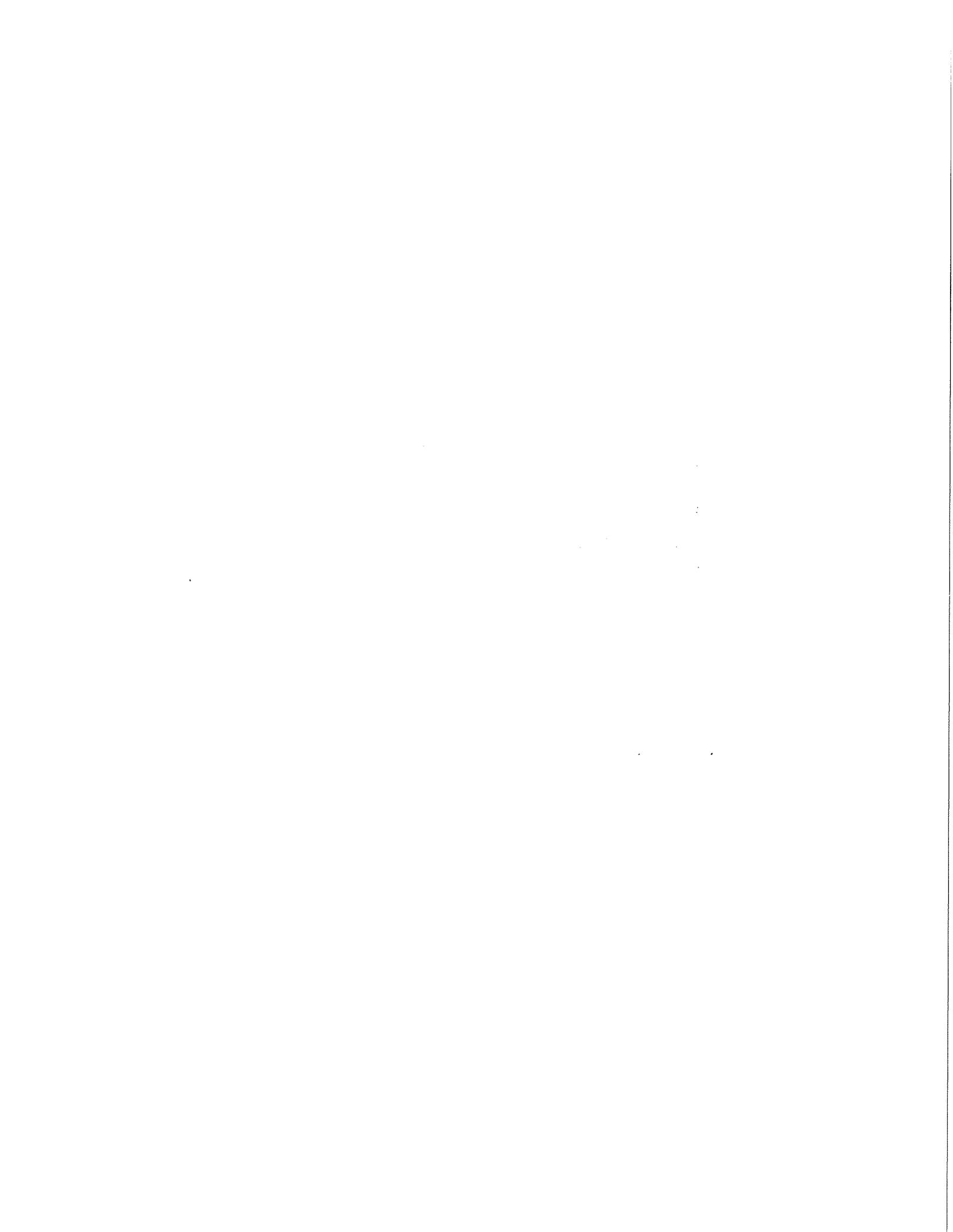
CITY COUNCIL OPTIONS: The City Council has the following options related to this issue.

1. Approve the resolution.
2. Rejection the resolution and keep the material at City Hall, but making it available to the Community Education Recreation Program.
3. Do nothing at this time.

RECOMMENDATION: "I move to approve Resolution 1261 transferring the recreation inventory to the Cascade Locks Community Recreation Program under the direction of Donna Mohr."

Legal Review and Opinion: The City Attorney wrote the resolution.

Financial review and status: This will reduce our asset list.



RESOLUTION NO. 1261

A RESOLUTION DECLARING NUMEROUS ITEMS OF CITY PARKS AND RECREATION PROGRAM PROPERTY AS SURPLUS; AND AUTHORIZING TRANSFER OF SUCH PROPERTY

WHEREAS, the City has ended the City of Cascade Locks Parks and Recreation Program and responsibility for that program has been assumed by Hood River Valley School District Community Education Department (School District);

WHEREAS, the City's Parks and Recreation Program has accumulated assets, which it no longer needs and the transfer of which will promote the economic development of the City of Cascade Locks as well as the School District;

WHEREAS, the School District will provide a recreation program for the City at the Cascade locks School; and

WHEREAS, the City is required to surplus the assets before it can transfer them to the School District.

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

SECTION 1. Items Declared to be Surplus. The \$2,399.50 in cash and the items listed in the attached "Exhibit A" are declared to be surplus by the City, and may be transferred to the School District.

SECTION 2. This resolution is effective immediately upon adoption by the City Council.

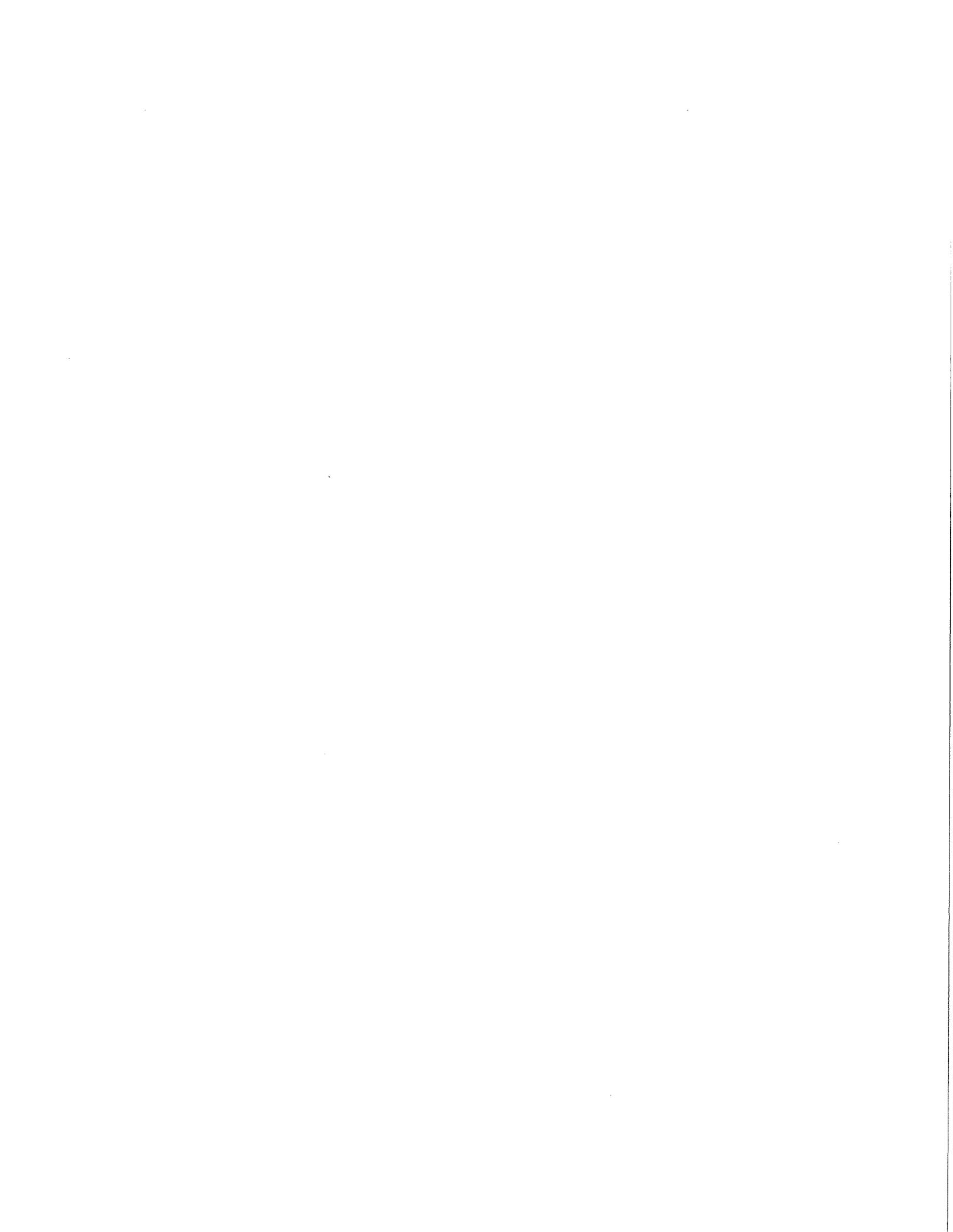
ADOPTED by the City Council this 8th day of April, 2013.

APPROVED by the Mayor this 8th day of April, 2013.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



:Parks and Recreation inventory:

Electronics

- *American DJ Fab 4
- *Mushroom Strobe Light
- *CD Mixer
- *Power Conditioning System
- *Speaker System
- *2-Speaker Stands
- *2-Mic Stands
- *2-Karaoke Machines
- *2-Speakers & Mics
- *Multi Gaming Cord

- *Mini Frig/Freezer
- *Microwave

- *1-Power Strip Cord
- *1-Extension Cord Roll
- *19"Dell Lap Top
- *1-21"x28" TV Wall Mount
- *TV 20"
- *TV Plasma 52"
- *Wooden TV Protected Box
- *1-DVD/VCR Player
- *1-PS2 System
- *4-Gaming Chairs
- *1-Dance Pad Resolution Pad
- *1-Dance Resolution Game
- *15-PS2 Games
- *2-Karoke CD's

- *1-Polaroid Camera
- *1-Polaroid Film pk.
- *1-Box Of Costumes Ect. From Drama Club

- *8-Chess Board Mats
- *5-Chess Piece Sets

- *2-Wizard of Oz Signs

- *Halloween Decorations
- *Prizes
- *Giant Sprider-2-Straw Dolls-
- *2-4ft. Straw Scarecrows
- *2-Prostedic Legs
- *Coffin

- *Easter Prizes
- *8 Assorted Boxes of Easter Eggs
- *Easter Baskets & Buckets

- *Assortment of Board Games

- *1-Mega Phone Horn
- *1-Motion Goggles
- *4-Big Hot Pads
- *2-Cases 3 Ring Binders
- *1-Ossom Poster

- *3-Fans
- *1-Skate Board
- *1-Helmet
- *1-Portable Skate Ramp
- *2-in-1 Electric Dart Board
- *

- *2-5x8 Rug Cushions
- *1-10 Pak Sponges
- *5-Lg Bottles of Water Paints
- *1-Box of Cream Business Envelopes
- *1-Bundle of Ink Pens
- *1-Case Pencils
- *5-Pks. Computer Paper

- *1-Box Kleenex
- *1-Box of Plastic Knives
- *1-Box of Plastic Forks
- *1-Ice Chest

- *Box Zip Lock Bags
- *Ty Dy Strings
- *

- *Coffin
- *Game Boards

*Old Sports Equipment:
Bats-Balls-Mitts-Pads

*Crocket Set

*Fosse Ball Table

*Pool Table-2-Sticks-Balls-Triangle-Chalk

*1 Ladder

*20 Helmets New Assorted Sizes

*2-Elbow&Knee Pad Sets

*7-New Basket Balls

*1-New Foot Ball

*1-New Soccer Ball

*1-New Volley Ball

*4-Extra Large Bouncy Balls

*1-Soft Touch Soft Ball

*2-Bysicle Pumps

*Bag of Angela Coe T-Shirts

*Sheet Curtains for Gym Divider

*2-Boxes of Dance supplies

*2-Boxes of Misc. Art Supplies

*Hammer-3 Screw Drivers

*Brooms Dust Pans Bucket Misc. Cleaning Supplies

*Donated 2 5x8 area rugs to Play Group

AGENDA ITEM NO: 7B

CASCADE LOCKS STAFF REPORT

Date Prepared: April 2, 2013

For City Council Meeting on: April 8, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Fire Suppression Fee

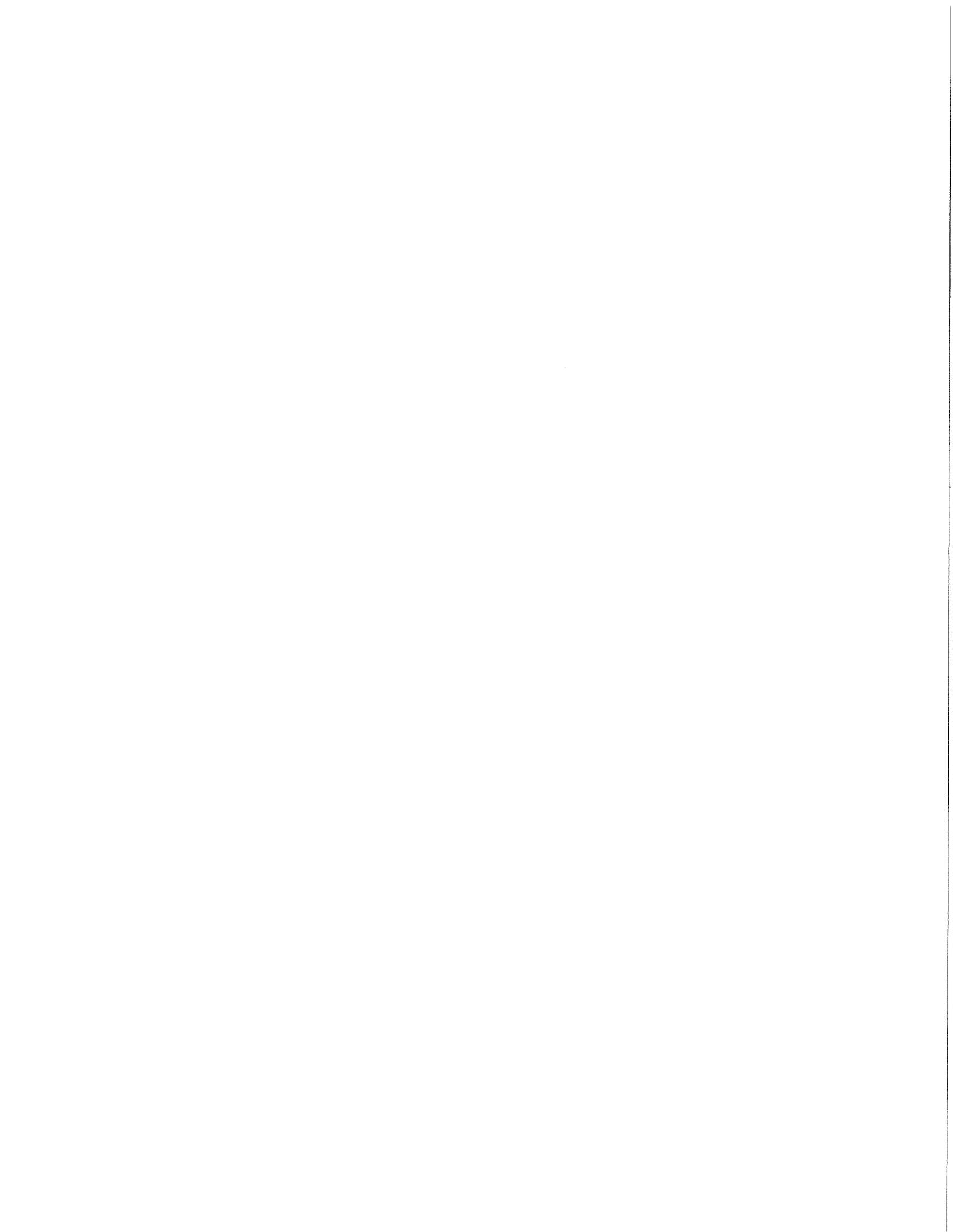
SYNOPSIS: At the last Council meeting, the direction from the Council seemed clear: fully fund the Fire Department. The caveat was to do that full funding without the use of the fire suppression fee. With that in mind, I would like to lay out the process I am using for the Council.

Assumptions

1. I am assuming that the Fire Suppression Fee will be suspended beginning with the end of April billing. (If that is not the case, the beginning fund balance for the Emergency Services Department will be increased approximately \$3,750 for each month the fee is not suspended.)
2. I am also assuming that no Fire Suppression Fee of any kind will be in the 2013-2014 Budget unless approved by the voters at a special election.
3. If a Fire Suppression Fee of some level (or some other sort of funding) is approved, then the Council will have the opportunity to add back any resources or services cut from the budget, dependent upon the amount of the Fire Suppression Fee collected.
4. The budget will be built using actual dollars received from and not the amount of dollars billed by Springfield Fire and Life Safety.
5. The budget for 2013-2014 will include the cost of that special election, estimated at \$3,000.

The attached sheets outline the process to reach the stated goal.

I would be happy to refine this list based on Council suggestions.



**City of Cascade Locks
Emergency Services Department Funding
In Relation to the Fire Suppression Fee**

Goal: To fully fund the Emergency Services Department of the City of Cascade Locks without the Fire Suppression Fee (\$8.00 typical) assessed through the water utility billing system, if possible

Process:

1. Determine the EMS Budget for the year 2013-2014
2. Review all revenue streams current and potential
 - a. Current Fire Suppression Fee
 - b. Fire Suppression Fee on all Electric utility accounts
 - c. Fire Contracts for homeowners outside the city limits
 - d. Property tax operating levy
 - e. Potential for Fire District
 - f. Any other source
3. Review all expenditures for operation and necessity
4. Potential areas to be cut within the General Fund which supports the ESD:
 - a. Travel and training only for certifications
 - b. No administration funds used for RARE student
 - c. Contract Planner only for significant issues before Planning Commission
 - d. City Attorney – work within monthly retainage only, attendance at Council meeting may not be required each time.
 - e. Objective allocation of overhead based on personnel and material/services costs or other measurable factors
 - f. Grants approved by Council only when match is already in the budget
 - g. No code enforcement actions other than persuasion.
 - h. Include cost of ballot measure election: \$3,000
 - i. Employee Furloughs

5. Reduce Personnel Costs

- a. Potential Increase of Employee Participation in health premiums 7.5% to 10%
- b. Personnel (Estimated Salary and City Paid Benefits):

1) City Administrator:	\$103,000
2) Contract Sheriff:	\$ 90,000
3) City Recorder:	\$ 81,000
4) Finance Director:	\$ 77,000
5) Station Captain:	\$ 63,000
6) Cashier/Receptionist:	\$ 52,000
7) Paramedic:	\$ 50,000
8) Deputy City Recorder:	\$ 21,000

6. Review Debt Service

a. Building Loan:	\$46,479
b. OIB Loans:	\$33,416
c. Truck Repayment:	<u>\$ 2,459</u>
Total:	\$82,354 Annually
d. Property Tax Rate:	\$2.0705 per thousand of assessed valuation

CASCADE LOCKS STAFF REPORT

Date Prepared: April 2, 2013

For City Council Meeting on: April 8, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Charter Amendment Clarification

SYNOPSIS:

This is a discussion item only.

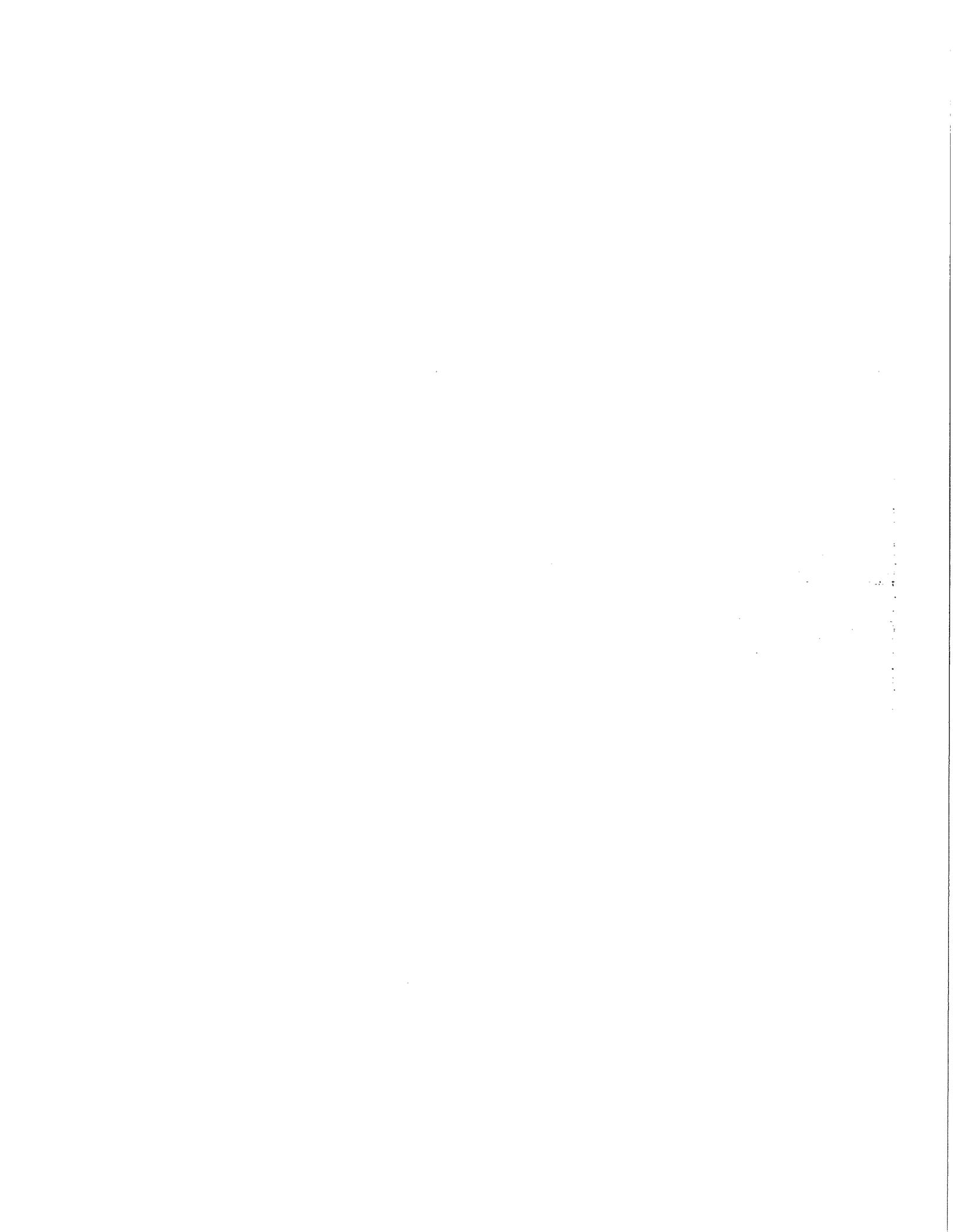
At the request of the Mayor, the City Attorney will prepare a report on the basics of seeking a declaratory ruling from the Hood River Circuit Court concerning the charter amendment passed by the people requiring any fee, tax, or charge to be approved by the voters.

CITY COUNCIL OPTIONS: Discussion only.

RECOMMENDATION: Council decision.

Legal Review and Opinion: To be presented at Council meeting.

Financial review and status: Costs to be determined after Council direction.



City of Cascade Locks
Administration Finance and Operations Committee
Wednesday, March 27, 2013
Minutes

The Administration Finance and Operations Committee meeting convened at 7:00 p.m. in the Council Chambers at the Cascade Locks City Hall.

Attendance:

Tom Cramblett, Mayor
Bruce Fitzpatrick, Council Member
Glenda Groves, Council Member
Sandra Kelley, Budget Committee Member
Darlene Sullenger, Budget Committee Member (Absent)

Gordon Zimmerman, City Administrator
Marianne Bump, Finance Director

The Mayor has invited Karen Sype to submit an application to be a member of this committee. She has yet to respond.

Election of Sub-Committee Chair

Darlene Sullenger via email nominated Sandra Kelley. After some discussion Sandra Kelley nominated Tom Cramblett and withdrew her name from consideration. Nomination was seconded by Glenda Groves. Tom Cramblett was approved by unanimous voice vote (4-0).

The Job Description developed by the Council was reviewed.

Chair Cramblett explained his desire for a forensic accountant review of two significant issues: the Fire Station development and the Communications Tower grant. He also indicated that these are major issues that may be reviewed later.

After a question by City Administrator Gordon Zimmerman, the conclusion was the budget was presentable and understandable.

Considerable discussion ensued concerning the general state of the City and its finances. The conclusion by the committee was cut expenses wherever possible balanced by the need to retain and develop good employees wherever we can.

Sandra Kelley asked about the \$2,500 spending limit and previous attempts to circumvent that limit by splitting bills and about the use of credit cards. Marianne Bump explained how credit card bills are reviewed, documented, and paid.

After several questions by Glenda Groves, the Committee asked for a summary of vehicle repairs for the last few months. Staff also answered several of her questions.

The Committee set the next meeting for April 10 at 7:00 p.m. to development a scope of work for a forensic accountant request for proposal.

Meeting adjourned at 8:15 p.m.

Submitted by:

Gordon Zimmerman
City Administrator

Minutes
Joint Work Group on Economic Development
March 28, 2013

1. Call To Order. Port Commission President Groves called the meeting to order at 7:00 PM.
2. Welcome and Self-Introductions. Joint Work Group Committee Members present were Mayor Tom Cramblett, Port Commission President Jess Groves, and Port Commissioner Brenda Cramblett. JWGM's not present were City Councilors Jeff Helfrich and Bruce Fitzpatrick. Also present were City Administrator Zimmerman, Port Interim General Manager Paul Koch, City Recorder Kathy Woosley, Dave Palais, Gyda Haight, and Camera Operator Betty Rush.
3. Pledge of Allegiance.
4. Discussion with the community on economic development. PCP Groves gave some highlights of the joint City/Port Joint meeting regarding the steps to be taken to get the industrial property ready for businesses. Mayor Cramblett reported that the Council is moving toward Option 4 in the Water Master Plan Update.

PCP Groves said that there needs to be a Memorandum of Understanding between the Port and the City on water rates for possible businesses.

Mayor Cramblett reported on a Small Cities Meeting that he attended in Maupin. He said all cities are dealing with the same issues as Cascade Locks. He said something Cascade Locks has is a partnership with the Port for economic development. He said in tough times people need to work hard and work together and we'll get through it.

PCP Groves said private loans may be necessary to accomplish some of these things with the limitations of federal funding. He said the Port is also working on the bridge issues and need to find funding for that.

5. Adoption of meeting minutes. **Motion:** Mayor Cramblett moved, seconded by PC Cramblett, to approve the February 28, 2013 minutes. The motion was passed unanimously.
6. Review of the Nestle Fact Based information piece. Mr. Palais mentioned that the Fact Sheet has the previous Port General Manager's email address listed on it and wanted to make sure those emails were getting directed to the proper place.

Mayor Cramblett commented that the City and the Port are gathering all the information that they can and doing due diligence for Nestlé to develop in Cascade Locks. He said it is important for the City to develop and present this Fact Sheet.

PCP Groves said the Port will be holding a Town Hall meeting in Stevenson, Washington on April 10th of 11th. He said this meeting could be used to discuss other topics but will be holding the meeting to hear about the affects to businesses in Washington due to the Bridge of the Gods issues.

7. Report from Port on Washington, DC, Trip. PCP Groves reported on the trip to Washington, D.C. He said it means something when you are looking at someone in the eye and explaining the problems to them. He said the Port's main goal in going was to talk about possible funding for the bridge issues and also to discuss the possibility of getting natural gas in Cascade Locks.

PCP Groves said they were asked by several senators how things were going with Nestlé. He said they were told that the project is still moving forward.

8. List of Other Initiatives. PIGM Koch reviewed the other initiatives that the JWGED discussed at their last meeting. Mayor Cramblett stated that he could flex his schedule to join PCP Groves to meet with the governor and to schedule times for citizens to be able to discuss economic development issues.
9. Other Matters to Discuss. PIGM Koch said the Port is continuing with the 10-12 hour schedule for flagging on the bridge. He said the Port received flagging equipment from the Transportation Department in Washington. He said there may be some funding opportunities available from the Ways and Means Committee in Washington for the bridge issues.

CA Zimmerman said the WaNaPa Street Development project is still on the state's list for funding and plan to meet to provide more scoping for the project.

Mr. Palais asked about the status of Bruce Sorte's report on economic impacts. PIGM Koch stated that the City and the Port wrote letters requesting the report. He said we haven't seen the report yet.

10. Adjournment. Motion: PC Cramblett moved, seconded by Mayor Cramblett, to adjourn the meeting. The motion was passed unanimously. The meeting was adjourned at 7:50 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Jess Groves, Port Commission President

CITY of CASCADE LOCKS

Minutes

TOURISM COMMITTEE MEETING, Tuesday, March 19, 2013, 7:00 PM, Cascade Inn

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:08pm. TM Fine, TM Massey, TM Baseman, and TC Carron were present. TM Shelley and TM Kononen were excused.
2. **Amendments to the Agenda** – None.
3. **Discussion/Declaration of Potential Conflicts of Interest** – TC Carron declared a conflict of interest with Ad Buys because her company owns one of the publications in the list.
4. **Budget** –

Motion: TM Fine motioned, seconded by TM Baseman, to provide a total \$8,000.00 value, granting \$5,000.00 towards marketing and promotion, plus \$3,000.00 worth of non-monetary marketing and promotion support, to Columbia Gorge Racing Association. The motion passed unanimously. Consensus was for TC Carron to discuss the details of this decision with Bill Symes of CGRA.

Motion: TM Fine motioned, seconded by TM Baseman, to keep 30% of the gross revenue from the Angela Coe Run. The motion passed unanimously.

Motion: TM Massey motioned, seconded by TM Fine, to approve the budget in the total amount of \$70,850 - with \$2,000.00 for Sternwheeler Days, \$1,000.00 for Angela Coe Run/Walk, \$500.00 monetary plus \$500 non-monetary for Pacific Crest Trail Days. The motion passed unanimously.

5. **Ad Buys:**

TC Carron presented media materials made by Pacific Crest Imprint to the committee, stepping out of the role of committee Chairperson temporarily. **Motion:** TM Fine motioned, seconded by TM Massey, to buy a ½ page ad for \$648.00 in the 2013 Sail the Gorge Magazine. The motion passed. TM Carron abstained.

The Committee made consensus not to put an ad into Portland Monthly.

Motion: TM Massey motioned, seconded by TM Baseman, to buy a ½ page ad for \$995.00 for the 1859 Magazine. The motion passed unanimously. TC Carron stated that she would design the ad and request an accompanying article about the Historic Columbia River Highway State Trail reconnection.

Motion: TM Massey motioned, seconded by TM Fine, to spend \$100.00 on Angela Coe Run ads, and \$100 on Garage Sale Days/Fireman's Pancake Breakfast ads, in Portland Tribune newspaper. The Angela Coe ad will run the weeks of April 11th and 18th. The Garage Sale ad will run the weeks of April 18th and 25th. The motion passed unanimously.

Motion: TM Fine motioned, seconded by TM Baseman, to spend a total of \$680 for two ads in Wilamette Week. Angela Coe Run ad will run the week of April 11th and 18th. A Classified ad for Garage Sale Days/Fireman's Pancake Breakfast will be purchased for no more than \$80 for the end of April. The motion passed unanimously.

6. Planning Sessions

- A. Event Criteria** – Tabled, but Rebecca and TC Carron will work on developing the application criteria to be discussed at the next meeting.
 - B. Tourism Symposium** – The Committee determined that they will prepare a talk with Cascade Locks employers/business owners to be held during April 17th -19th. Sessions with employees will be based on discussions with the employers, sometime during May 5th -13th.
- 7. Adjournment – Motion:** TM Massey motioned, seconded by TM Baseman, to adjourn the meeting at 10:08pm. The motion passed unanimously.

Next meeting - Monday, April 1st at 7pm at City Hall