

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, July 14, 2014, 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 June 23, 2014 City Council Meeting Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 121,418.76.**
 - c. **Approval of CH2MHill Contract.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approval of Resolution 1307 Placing an EMS Support Funding on the November Ballot.**
 - c. **Approval of Resolution 1308 Establishing a Policy for New Equipment or Programs.**
 - d. **Selecting a Date for the Town Hall Meeting about the Water System.**
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. **Oregon Department of Forestry Fire Protection Tax, Adam Barnes**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.** ORS 192.660 (2) (i) City Administrator Performance Evaluation
11. **Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Council Member Helfrich called the meeting to order at 7:00 PM. CM's Fitzpatrick (via phone), Randall, Walker, Helfrich and Busdieker were present. Mayor Cramblett and Council Member Groves were excused. Also present were City Administrator Gordon Zimmerman, Accounting Clerk Megan Webb, Tourism Chair Marie Miller and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of Minutes June 8, 2014 City Council Meeting.**
 - b. **Ratification of the Bills in the Amount of \$ 93,148.53.**
 - c. **Approve Renewal of Property, Liability and Workers' Comp Insurance.**
 - d. **Approve Proposal with Merina & Company to Provide Transient Room Tax Audits.**
 - e. **Approve Contract with Sosnkowski and Cleaveland for Legal Services.**
 - f. **Approve Contract with PARC Resources for Contract Planner Services.**
 - g. **Approve IGA Between the City of Cascade Locks and Hood River County Library District (HRCLD) for Space for the CL Branch Library.**
 - h. **Cascade Locks Ale House Temporary Liquor License.**

CM Helfrich read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Walker, to approve the Consent Agenda. The motion was passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich and Busdieker.

4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Approve Resolution No. 1305 Extending Workers' Compensation Coverage to Volunteers of the City of Cascade Locks.** **Motion:** CM Busdieker moved, seconded by CM Walker, to approve Resolution No. 1305 extending Workers' Compensation Coverage to Volunteers of the City of Cascade Locks. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich and Busdieker.
 - c. **Approve Resolution No. 1306 Authorizing Transfer of Funds Between Categories of Various Funds, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2014.** CA Zimmerman explained the flow of the funds. He said some errors were made in the numbers. He said he would have those corrected by FO Bump. **Motion:** CM Randall moved, seconded by CM Busdieker, to approve Resolution No. 1306 authorizing transfer of funds between categories of various funds, making appropriates and authorizing expenditures for the fiscal year ending June 30, 2014. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich and Busdieker.
 - d. **Tourism Committee Request.** TCM Miller presented the Council with the Committees request for proposal for a Contracted Vendor Program. She said this program would be used to replace the RARE participant that the City will no longer have. CM Randall asked how long would the contractor work. CA Zimmerman said it would be a yearly contract. He said it would be part time or under 20 hours a week. CM Walker asked what the money budgeted in the line item called Special Events is for. TCM Miller said that money has always been given to the Columbia Gorge Racing Association. She said that she would like to see some numbers and plans from the organizations that the Committee supports to continue receiving funds. CM Walker asked if the

local businesses have provided any hard figures showing how the racing association brings tourism to the town. TCM Miller said she plans on asking for those numbers this year. **Motion:** CM Randall moved, seconded by CM Fitzpatrick, to approve the contracted vendor program to support the Tourism Committee operations. The motion passed unanimously by CM's Fitzpatrick, Randall, Walker and Helfrich. CM Busdieker recused herself.

e. **Finance Committee Recommendation for Townhall Meeting.** **Motion:** CA Zimmerman asked that this be tabled until the next Council meeting. The Council members present agreed to that.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.** CA Zimmerman gave his report asking permission to remove the three large trees in the front yard of City Hall. He also asked permission to trim the arborvitaes in front of the windows. CA Zimmerman asked permission to stripe the curb from the school crosswalk to the west about 20 feet to temporarily help with the truck parking issue. He asked if the time study sheets could be discontinued. There was consensus of Council. CA Zimmerman went over the information that was collected by Staff on three companies offering credit/debit card payment services. He asked if Staff could move forward with using Point and Pay to provide this service. There was a consensus of Council. CA Zimmerman said that late this afternoon that Noble Estate Winery from Eugene had requested a temporary OLCC license for the Sternwheeler Days. He asked if he could have permission to sign the application. There was a consensus of Council to allow CA Zimmerman to sign the application
8. **Mayor and City Council Comments.** CM Busdieker said she hopes to see everyone at Sternwheeler Days this weekend. CM Walker said he would like to congratulate Brigham's Fish Market for their official grand opening this last weekend. He said that ODOT has started working on the next segment of the HCRH Bike Trail our by Starvation Creek. CM Randall said he hopes to see everyone at the Sternwheeler Days as well as the 4th of July Fireworks show. CM Helfrich said he would also like to congratulate the Brigham's Fish Market. He reported on his attendance at the MCCED meeting. He said he would like to again commend Staff on getting through the budget process so quickly.
9. **Other matters.** None.
10. **Executive Session as may be required.** None.
11. **Adjournment.** **Motion:** CM Busdieker moved, seconded by CM Randall, to adjourn. The motion was passed unanimously by CM's Fitzpatrick, Randall, Walker, Helfrich and Busdieker. The meeting was adjourned at 7:53 PM.

Prepared by
Megan Webb, Accounting Clerk

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
6/27/2014	Payroll	\$ 44,551.63
6/30/2014	A/P	\$ 76,867.13

GRAND TOTAL \$ 121,418.76

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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
4853	06/14	06/30/2014	6864	2333	Active911, Inc.	device purchase	0540562110	13.02
Total 4853: 13.02								
4854	06/14	06/30/2014	430	10615	BONNEY ELECTRIC	Labor Commercial	5140562110	80.00
Total 4854: 80.00								
4855	06/14	06/30/2014	610	617734	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	250.00
Total 4855: 250.00								
4856	06/14	06/30/2014	790	313230273 6	CENTURYLINK	Fire Department Phones	0540562050	150.05
4856	06/14	06/30/2014	790	313401451 6	CENTURYLINK	telemetry	3140562050	115.48
4856	06/14	06/30/2014	790	313470082 6	CENTURYLINK	City Hall Phones	0140162050	84.69
4856	06/14	06/30/2014	790	313470082 6	CENTURYLINK	City Hall Phones	2142162050	112.79
4856	06/14	06/30/2014	790	313470082 6	CENTURYLINK	City Hall Phones	3142162050	62.27
4856	06/14	06/30/2014	790	313785538 6	CENTURYLINK	City Hall Phones	5142162050	96.07
4856	06/14	06/30/2014	790	313785538 6	CENTURYLINK	telemetry	2140562050	141.50
4856	06/14	06/30/2014	790	313785538 6	CENTURYLINK	telemetry	3140562050	94.33
4856	06/14	06/30/2014	790	313891134 6	CENTURYLINK	Emergency After Hours	5140562050	66.50
4856	06/14	06/30/2014	790	314228414 6	CENTURYLINK	Lift Station	3140562050	36.72
4856	06/14	06/30/2014	790	320153997 6	CENTURYLINK	well house dialer	2140562050	8.28
Total 4856: 968.68								
4857	06/14	06/30/2014	1120	A59995	COLUMBIA HARDWARE, LLC	lumber for tower	5640563941	74.06
4857	06/14	06/30/2014	1120	B74178	COLUMBIA HARDWARE, LLC	Misc supplies	0540562440	66.98
Total 4857: 141.04								
4858	06/14	06/30/2014	1360	130282	DAVID R. CUNNINGHAM	Broadband	4140562570	1,695.00
4858	06/14	06/30/2014	1360	130283	DAVID R. CUNNINGHAM	CATV	4140562570	150.00
4858	06/14	06/30/2014	1360	130284	DAVID R. CUNNINGHAM	City Network	0140162082	72.00
4858	06/14	06/30/2014	1360	130284	DAVID R. CUNNINGHAM	City Network	0340562082	22.80
4858	06/14	06/30/2014	1360	130284	DAVID R. CUNNINGHAM	City Network	0540562082	20.40
4858	06/14	06/30/2014	1360	130284	DAVID R. CUNNINGHAM	City Network	2140562082	123.60

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4858	06/14	06/30/2014	1360	130284	DAVID R. CUNNINGHAM	City Network	3140562082	110.40
4858	06/14	06/30/2014	1360	130284	DAVID R. CUNNINGHAM	City Network	5140562082	211.20
4858	06/14	06/30/2014	1360	130284	DAVID R. CUNNINGHAM	City Network	5140562082	39.60
Total 4858:								2,445.00
4859	06/14	06/30/2014	1530	JUNE 2014	DISH NETWORK	Programming	4140562740	400.00
Total 4859:								400.00
4860	06/14	06/30/2014	1620	404	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services April 2014	5140562139	750.00
Total 4860:								750.00
4861	06/14	06/30/2014	1670	2014-1854	EMERGENCY REPORTING	Yearly Invoice	0540562113	2,888.00
Total 4861:								2,888.00
4862	06/14	06/30/2014	6795	0406529-1	Ferguson	Sensus Handheld Meter	5642163941	1,155.00
4862	06/14	06/30/2014	6795	0406529-1	Ferguson	Sensus Handheld Meter	5645163941	1,155.00
4862	06/14	06/30/2014	6795	0412517	Ferguson	Meter Materials	2140563471	645.00
Total 4862:								2,955.00
4863	06/14	06/30/2014	6878	297-1302	Gannett Co., Inc	programming	4140562740	152.80
Total 4863:								152.80
4864	06/14	06/30/2014	2420	7369	HOOD RIVER CO. - FINANCE	June 2014 Deputy Service	0141962250	7,261.00
Total 4864:								7,261.00
4865	06/14	06/30/2014	2580	20626	HOOD RIVER SAND & GRAVEL	barriers	5140562810	899.55
Total 4865:								899.55
4866	06/14	06/30/2014	2590	62428	HOOD RIVER SUPPLY ASSOC.	sprinkler	0140462520	3.99
Total 4866:								3.99

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4867	06/14	06/30/2014	3160	61914	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162055	41.20
4867	06/14	06/30/2014	3160	61914	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	5142162055	41.20
Total 4867: 82.40								
4868	06/14	06/30/2014	3620	00533996_S	MUNICIPAL EMERGENCY SERVICES,	class A Foam	0540562350	463.20
Total 4868: 463.20								
4869	06/14	06/30/2014	6787	22237 6/14	NorthShore Medical Group	CDL Exam- Schey	5140562110	98.50
4869	06/14	06/30/2014	6787	22237 6/14	NorthShore Medical Group	CDL Exam- Schey	5140862110	98.50
Total 4869: 197.00								
4870	06/14	06/30/2014	3970	17120	OAWU	Water Rate Study	2140562110	7,000.00
Total 4870: 7,000.00								
4871	06/14	06/30/2014	4020	ME114481	ODOT-FUEL SALES	Fuel	0140462530	258.88
4871	06/14	06/30/2014	4020	ME114481	ODOT-FUEL SALES	Fuel	0340562530	176.01
4871	06/14	06/30/2014	4020	ME114481	ODOT-FUEL SALES	Fuel	0540562420	606.65
4871	06/14	06/30/2014	4020	ME114481	ODOT-FUEL SALES	Fuel	2140562530	319.39
4871	06/14	06/30/2014	4020	ME114481	ODOT-FUEL SALES	Fuel	3140562530	19.99
4871	06/14	06/30/2014	4020	ME114481	ODOT-FUEL SALES	Fuel	5140562200	800.05
Total 4871: 2,180.97								
4872	06/14	06/30/2014	6892	0000249607	Olympic Foundry, Inc.	manhole cover	3140562560	278.96
Total 4872: 278.96								
4873	06/14	06/30/2014	4620	7228430-JN1	PITNEY BOWES - RENTAL	Rental	0140162120	37.91
4873	06/14	06/30/2014	4620	7228430-JN1	PITNEY BOWES - RENTAL		0540562120	24.04
4873	06/14	06/30/2014	4620	7228430-JN1	PITNEY BOWES - RENTAL		2142162120	24.04
4873	06/14	06/30/2014	4620	7228430-JN1	PITNEY BOWES - RENTAL		3142162120	19.94
4873	06/14	06/30/2014	4620	7228430-JN1	PITNEY BOWES - RENTAL		5142162121	48.54
Total 4873: 154.47								
4874	06/14	06/30/2014	6824	975149-6/6/1	Providence Health & Services	FD Immunizations	0540562017	937.25

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4874:								
4875	06/14	06/30/2014	6780	18394628	Ricoh Americas Corporation	Lease	0140162120	58.10
4875	06/14	06/30/2014	6780	18394628	Ricoh Americas Corporation	Lease	0540562120	36.85
4875	06/14	06/30/2014	6780	18394628	Ricoh Americas Corporation	Lease	2142162120	36.85
4875	06/14	06/30/2014	6780	18394628	Ricoh Americas Corporation	Lease	3142162120	30.57
4875	06/14	06/30/2014	6780	18394628	Ricoh Americas Corporation	Lease	5142162121	74.43
Total 4875:								
4876	06/14	06/30/2014	5040	278	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	220.00
4876	06/14	06/30/2014	5040	278	ROCKRANCH ENTERPRISES	Contract PW Super	2140562090	220.00
Total 4876:								
4877	06/14	06/30/2014	6895	EVN-1887	Rural Community Assistance Corp.	Infrastructure Finance Workshop	0140162020	12.66
4877	06/14	06/30/2014	6895	EVN-1887	Rural Community Assistance Corp.	Infrastructure Finance Workshop	2142162020	3.78
4877	06/14	06/30/2014	6895	EVN-1887	Rural Community Assistance Corp.	Infrastructure Finance Workshop	3142162020	2.70
4877	06/14	06/30/2014	6895	EVN-1887	Rural Community Assistance Corp.	Infrastructure Finance Workshop	5142162020	10.86
Total 4877:								
4878	06/14	06/30/2014	4910	301877715 6	Sally Kaufman	Refund CATV Connect	4130543700	25.00
Total 4878:								
4879	06/14	06/30/2014	5220	ZA 15001417	SENSUS METERING SYSTEMS	Support Renewal	2140562081	762.30
4879	06/14	06/30/2014	5220	ZA 15001417	SENSUS METERING SYSTEMS	Support Renewal	5140562081	762.30
Total 4879:								
4880	06/14	06/30/2014	5380	SD-40507	SKAMANIA COUNTY PIONEER	FD Classified Ad	0540562030	25.40
Total 4880:								
4881	06/14	06/30/2014	5510	8030245231	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	11.77
4881	06/14	06/30/2014	5510	8030245231	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	1.16
4881	06/14	06/30/2014	5510	8030245231	STAPLES CONTRACT & COMMERCIA	Office Supplies	0542162010	.31
4881	06/14	06/30/2014	5510	8030245231	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	5.86

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4881	06/14	06/30/2014	5510	8030245231	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	5.81
4881	06/14	06/30/2014	5510	8030245231	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	25.61
Total 4881:								
4882	06/14	06/30/2014	5920	364035	TOWER DISTRIBUTION CO.,	Annual June 2014	4140562740	584.44
Total 4882:								
4883	06/14	06/30/2014	6070	889320	TWGW, INC NAPA AUTO PARTS	Impact socket set	5140562900	46.00
4883	06/14	06/30/2014	6070	889490	TWGW, INC NAPA AUTO PARTS	Misc Supplies	0540562441	62.74
Total 4883:								
4884	06/14	06/30/2014	6110	JUNE 2014	U.S. POSTAL SERVICE	UB Postage	0542162055	7.38
4884	06/14	06/30/2014	6110	JUNE 2014	U.S. POSTAL SERVICE	UB Postage	2142162055	31.42
4884	06/14	06/30/2014	6110	JUNE 2014	U.S. POSTAL SERVICE	UB Postage	3142162055	47.82
4884	06/14	06/30/2014	6110	JUNE 2014	U.S. POSTAL SERVICE	UB Postage	5142162055	186.62
Total 4884:								
630201401	06/14	06/30/2014	6080	MAY 2014	U S BANK	Bank Fees	0140162110	66.75
630201401	06/14	06/30/2014	6080	MAY 2014	U S BANK	Bank Fees	0542162110	4.94
630201401	06/14	06/30/2014	6080	MAY 2014	U S BANK	Bank Fees	2142162110	18.25
630201401	06/14	06/30/2014	6080	MAY 2014	U S BANK	Bank Fees	3142162110	21.26
630201401	06/14	06/30/2014	6080	MAY 2014	U S BANK	Bank Fees	5142162110	156.76
Total 630201401:								
630201402	06/14	06/30/2014	440	MAY14-PWR	BPA	Power Bill	5140562820	30,215.00
630201402	06/14	06/30/2014	440	MAY14-PWR	BPA	Power Bill	5140662820	5,870.00
Total 630201402:								
630201403	06/14	06/30/2014	440	MAY14-TRN	BPA	Transmission Bill	5140562821	5,064.00
630201403	06/14	06/30/2014	440	MAY14-TRN	BPA	Transmission Bill	5140662821	984.00
Total 630201403:								
630201404	06/14	06/30/2014	3650	SI-398109	NATIONAL CABLE TELEVISION COOP.	Hardware	4140562560	32.24

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 630201404:								
630201405	06/14	06/30/2014	6090	2974	JUNE 1	U S BANK CC	0540562030	14.99
630201405	06/14	06/30/2014	6090	2974	JUNE 1	U S BANK CC	0540562110	10.00
							ipad data plan	
							OSP Open Records	
Total 630201405:								24.99
630201406	06/14	06/30/2014	6090	2305	JUNE 1	U S BANK CC	5140562210	115.14
630201406	06/14	06/30/2014	6090	2305	JUNE 1	U S BANK CC	5645163941	197.38
							United Fire Health	
							Lowes	
Total 630201406:								312.52
630201407	06/14	06/30/2014	6090	4393	JUNE 1	U S BANK CC	0140462540	16.95
630201407	06/14	06/30/2014	6090	8773	JUNE 1	U S BANK CC	0340562560	79.35
630201407	06/14	06/30/2014	6090	8773	JUNE 1	U S BANK CC	0540562860	30.00
630201407	06/14	06/30/2014	6090	8773	JUNE 1	U S BANK CC	2140562560	79.35
630201407	06/14	06/30/2014	6090	8773	JUNE 1	U S BANK CC	5640563941	46.50
630201407	06/14	06/30/2014	6090	8773	JUNE 1	U S BANK CC	5640563941	43.20
Total 630201407:								295.35
Grand Totals:								76,867.13

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	7,885.86-	7,885.86-
01-401-62010	11.77	.00	11.77
01-401-62020	12.66	.00	12.66
01-401-62050	84.69	.00	84.69
01-401-62082	72.00	.00	72.00
01-401-62110	66.75	.00	66.75
01-401-62120	96.01	.00	96.01
01-402-62010	1.16	.00	1.16
01-404-62520	3.99	.00	3.99
01-404-62530	258.88	.00	258.88
01-404-62540	16.95	.00	16.95
01-419-62250	7,261.00	.00	7,261.00
03-21010	.00	498.16-	498.16-
03-405-62080	220.00	.00	220.00
03-405-62082	22.80	.00	22.80
03-405-62530	176.01	.00	176.01
03-405-62560	79.35	.00	79.35
05-21010	.00	5,362.20-	5,362.20-
05-405-62017	937.25	.00	937.25
05-405-62030	40.39	.00	40.39
05-405-62050	150.05	.00	150.05
05-405-62082	20.40	.00	20.40
05-405-62110	23.02	.00	23.02
05-405-62113	2,888.00	.00	2,888.00
05-405-62120	60.89	.00	60.89
05-405-62360	463.20	.00	463.20
05-405-62420	606.65	.00	606.65
05-405-62440	66.98	.00	66.98
05-405-62441	62.74	.00	62.74
05-405-62860	30.00	.00	30.00
05-421-62010	.31	.00	.31
05-421-62055	7.38	.00	7.38
05-421-62110	4.94	.00	4.94
21-21010	.00	9,823.61-	9,823.61-
21-405-62060	149.78	.00	149.78
21-405-62080	220.00	.00	220.00
21-405-62081	762.30	.00	762.30
21-405-62082	123.60	.00	123.60

GL Account	Debit	Credit	Proof
21-405-62110	7,000.00	.00	7,000.00
21-405-62530	319.39	.00	319.39
21-405-62560	79.35	.00	79.35
21-405-62650	250.00	.00	250.00
21-405-63471	645.00	.00	645.00
21-421-62010	5.86	.00	5.86
21-421-62020	3.78	.00	3.78
21-421-62050	112.79	.00	112.79
21-421-62055	72.62	.00	72.62
21-421-62110	18.25	.00	18.25
21-421-62120	60.89	.00	60.89
31-21010	.00	846.25-	846.25-
31-405-62050	246.53	.00	246.53
31-405-62082	110.40	.00	110.40
31-405-62530	19.99	.00	19.99
31-405-62560	278.96	.00	278.96
31-421-62010	5.81	.00	5.81
31-421-62020	2.70	.00	2.70
31-421-62050	62.27	.00	62.27
31-421-62055	47.82	.00	47.82
31-421-62110	21.26	.00	21.26
31-421-62120	50.51	.00	50.51
41-21010	.00	3,039.48-	3,039.48-
41-305-43700	25.00	.00	25.00
41-405-62560	32.24	.00	32.24
41-405-62570	1,845.00	.00	1,845.00
41-405-62740	1,137.24	.00	1,137.24
51-21010	.00	46,740.43-	46,740.43-
51-405-62050	66.50	.00	66.50
51-405-62081	762.30	.00	762.30
51-405-62082	211.20	.00	211.20
51-405-62110	178.50	.00	178.50
51-405-62139	750.00	.00	750.00
51-405-62200	800.05	.00	800.05
51-405-62210	115.14	.00	115.14
51-405-62810	899.55	.00	899.55
51-405-62820	30,215.00	.00	30,215.00
51-405-62821	5,064.00	.00	5,064.00
51-405-62900	46.00	.00	46.00
51-406-62082	39.60	.00	39.60

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-406-62110	98.50	.00	98.50
51-406-62820	5,870.00	.00	5,870.00
51-406-62821	984.00	.00	984.00
51-421-62010	25.61	.00	25.61
51-421-62020	10.86	.00	10.86
51-421-62050	96.07	.00	96.07
51-421-62055	227.82	.00	227.82
51-421-62110	156.76	.00	156.76
51-421-62121	122.97	.00	122.97
56-21010	.00	2,671.14	2,671.14
56-405-63941	163.76	.00	163.76
56-421-63941	1,155.00	.00	1,155.00
56-451-63941	1,352.38	.00	1,352.38
Grand Totals:	76,867.13	76,867.13	.00

Report Criteria:
Report type: GL detail

AGENDA ITEM NO: 30

CASCADE LOCKS STAFF REPORT

Date Prepared: July 9, 2014

For City Council Meeting on: July 14, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of CH2MHill Contract

SYNOPSIS: Each year the Council renews a contract with CH2MHill to operate our wastewater maintenance plant. This year they have asked for a 1.5% increase of the last year and a \$500 increase in the repair budget. Our adopted budget this year included a 2% increase in their contract which will cover the 1.5% increase and most of the \$500 repair budget.

During this next fiscal year, we will develop the wastewater master plan. Part of that plan will be the review of the operation of the wastewater plant. We may want to re-examine our relationship with CH2MHill after the completion of the master plan. It may be possible to fund an employee to operate the plant as it was designed at a lower cost than a contract operation.

CITY COUNCIL OPTIONS: Approve or reject the contract.

RECOMMENDED MOTION: "I move to approve the new contract with CH2MHill for the operation of the wastewater treatment plant."

Financial Review and Status: The monies are available in the adopted budget.



CH2MHILL

CH2M HILL
818 Riverside Drive
Hood River, OR 97031
Tel 541.386.2432
Fax 541.386.6236

June 4, 2014

Gordon Zimmerman
City Administrator
City of Cascade Locks
PO Box 308
Cascade Locks, OR 97014

Dear Mr. Zimmerman:

This letter is to advise you of the proposed fee for the contract period July 1, 2014 through June 30, 2015 for the operation and maintenance of the City of Cascade Locks' Wastewater Treatment Plant and lift stations. The proposed fee is \$88,300 which is a modest \$1,300 or 1.5% increase over the 2013-2014 contract year. CH2M HILL is sensitive to the continuing economic situation of our clients and has worked hard to hold down costs wherever possible.

Explanations for the increased costs:

- Annual inflationary adjustments for labor, benefits and workers compensation. Labor costs are adjusted annually to keep the company competitive and reduce associate turnover. As you know the cost of health insurance continues to rise rapidly and to help hold down costs to our clients CH2M HILL associates are co-paying a 25-27.5% share of benefit costs.
- The proposed fee includes a \$500 increase to the repair budget from the current \$3,500 to \$4,000.

I would like to personally thank the City of Cascade Locks for allowing CH2M HILL the opportunity of providing full contract services since 1984 and hope our partnership continues for many years to come.

Respectfully,

Doug Nichols
Project Manager, CH2M HILL

AMENDMENT NO. 8
to the
AGREEMENT FOR WASTEWATER FACILITIES
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES
for the
CITY OF CASCADE LOCKS, OREGON

This Amendment No. 8 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for the City of Cascade Locks, Oregon, dated July 1, 2006 (the "Agreement") is made and entered into this 1st day of July, 2014 by and between the City of Cascade Locks, Oregon (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI").

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:

1. Article 4.1 is hereby deleted in its entirety and is replaced with the following:

Owner shall pay to CH2M HILL OMI as total compensation for services performed under this Agreement a Base Fee of Eighty Eight Thousand Three Hundred Dollars (\$88,300) for the contract year commencing on July 1, 2014 and ending June 30, 2015. Subsequent years' Base Fees shall be determined as hereinafter specified. Upon each contract year negotiation, CH2M HILL OMI shall continue to invoice Owner at the previous amount until the new contract price is agreed upon. Upon written notice agreement between the parties as to the new contract year base fee, CH2M HILL OMI shall issue an invoice retroactively adjusting the previous Base Fee amount.

3. Article 4.6 is hereby deleted in its entirety and is replaced with the following:

The total amount CH2M HILL OMI shall be required to pay for Repairs to the wastewater facilities specified herein shall not exceed the annual Repairs limit of Four Thousand Dollars (\$4,000.00) for the contract year commencing July 1, 2014 and ending June 30, 2015 of this Agreement.

3. Article 4.2 is hereby deleted in its entirety and is replaced with the following:

Compensation for services performed is based on the following Project characteristics:

Flow	0.099	million gallons per day
TBOD ₅	169	pounds per day
TSS	261	pounds per day

4. Modify Article 4.3 by replacing the first sentence of the Article with the following:

"The above characteristics are the actual twelve (12) months average for the 2013 calendar year."

BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

This Amendment No. 8 together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

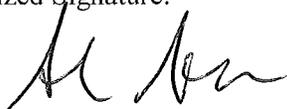
The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

CITY OF CASCADE LOCKS, OREGON

Authorized Signature:

Authorized Signature:



Name: ANDREW APPLETON
Title: SENIOR DESIGNATION OFFICER
Date: 6/10/14

Name: Tom Cramblett
Title: Mayor
Date: _____

CUA-6-10-2014

CASCADE LOCKS STAFF REPORT

Date Prepared: July 9, 2014

For City Council Meeting on: July 14, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Res. 1307 Placing an EMS Support Funding Measure on the November Ballot

SYNOPSIS: In the May primary election voters approved a funding measure for the support of the Emergency Services Department which was rejected because it did not meet the minimum threshold of voters required in our Charter. After the election the Council asked to place this measure back on the ballot for the November General Election. The City Attorney has reworked the resolution and the effective dates on the ordinance to reflect the election change. Approval of this resolution will start the process of placing this on the November ballot.

CITY COUNCIL OPTIONS: Approve, modify, or reject Resolution No. 1307.

RECOMMENDED MOTION: "I move to approve Resolution No. 1307 placing an EMS Support Funding Measure on the November 4 General Election ballot."

RESOLUTION NO. 1307

A RESOLUTION CALLING AN ELECTION TO SUBMIT TO CITY VOTERS AN ORDINANCE TO CREATE AN EMERGENCY MEDICAL SERVICES (“EMS”) FEE ON PROPERTY SERVED BY THE CITY OF CASCADE LOCKS ELECTRIC UTILITY TO ASSIST IN COVERING THE COSTS ASSOCIATED WITH PROVIDING EMS SERVICES TO RESIDENTS AND BUSINESSES SERVED WITHIN THE CITY OF CASCADE LOCKS AMBULANCE SERVICE AREA.

WHEREAS, the City of Cascade Locks currently provides EMS services within a local Ambulance Service Area;

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

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

WHEREAS, the City Council determines that establishment of an EMS Service Fee within the City’s Ambulance Service Area to help defray the costs associated with these services is appropriate because the City provides EMS services within the Ambulance Service Area; and

WHEREAS, because the City’s electric utility service area is geographically similar to the Ambulance Service Area, it is appropriate to collect the EMS Service Fee through the City’s electric utility billing;

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

SECTION 1. The City Council of the City of Cascade Locks will submit Exhibit “A”, attached hereto and by this reference incorporated herein, to be filed with the City Elections Officer to be referred to a vote of the people by placing the ordinance on the ballot at the General Election on November 4, 2014.

SECTION 2. November 4, 2014, is designated as the date for holding the election for voting on the measure.

SECTION 3. The election will be conducted by Hood River County Elections.

SECTION 4. The City Elections Officer will forward two copies of the referral to the City Attorney for preparation of ballot title and explanatory statement. After receipt of the ballot title and explanatory statement from the City Attorney, the City Elections Officer shall publish the ballot title as provided by state law, and file this measure with the Hood River County Elections Office.

SECTION 5. The City Recorder and other staff shall take all necessary steps to effectuate this resolution.

SECTION 6. This resolution is effective immediately upon adoption by the City Council.

ADOPTED by the City Council this ____ day of _____, 2014.

APPROVED by the Mayor this ____ day of _____, 2014.

Mayor

ATTEST:

City Recorder

EXHIBIT A

ORDINANCE NO. 434

AN ORDINANCE CREATING AN EMERGENCY MEDICAL SERVICES (“EMS”) DEPARTMENT FEE ON PROPERTY SERVED BY THE CITY OF CASCADE LOCKS ELECTRIC UTILITY TO ASSIST IN COVERING THE COSTS ASSOCIATED WITH PROVIDING EMS SERVICES TO RESIDENTS AND BUSINESSES SERVED WITHIN THE CITY OF CASCADE LOCKS AMBULANCE SERVICE AREA.

WHEREAS, the City of Cascade Locks currently provides EMS services within a local Ambulance Service Area;

WHEREAS, the Ambulance Service Area served by the City is an area located between milepost 31 and milepost 56 on Interstate 84;

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

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

WHEREAS, the City Council believes it is necessary to utilize other funding mechanisms and sources to help pay costs associated with EMS services provided to the citizens and businesses within the City of Cascade Locks and the City Ambulance Service Area;

WHEREAS, establishing and collecting an EMS Service Fee is appropriate and necessary to fund the provision of EMS services;

WHEREAS, the City Council determines that establishment of an EMS Service Fee within the City’s Ambulance Service Area is appropriate because the City provides EMS services within the Ambulance Service Area; and

WHEREAS, because the City’s electric utility service area is geographically similar to the Ambulance Service Area, it is appropriate to collect the EMS Service Fee through the City’s electric utility billing.

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

SECTION 1. EMS Service Fee Authorized to be Set by Resolution. A monthly EMS Service Fee is hereby established. It shall be collected via inclusion on all electric service accounts served by the City of Cascade Locks electric utility within the Ambulance Service Area. The fee shall be set by resolution of the City Council and be applied to each electric meter as follows:

- a) Residential electric meters in the City of Cascade Locks: \$6.00 per month.

- b) Commercial and public agency electric meters in the City of Cascade Locks: \$7.00 per month.
- c) Residential electric meters in the South Bank service area: \$8.00 per month.
- d) Commercial and public agency electric meters in the South Bank service area: \$9.00 per month.

SECTION 2. Review, Adjustment, and Industrial Classifications. The City Council may review the EMS Service Fee during the annual City budget process. The City Council may adjust the EMS Service Fee to a lower amount or eliminate it by resolution of the City Council. The EMS Service Fee shall not be raised above the amount set forth in Section 1 above. The City Council may add industrial classifications to the schedule in Section 1. The monthly EMS Service Fee for industrial classifications shall be set by resolution.

SECTION 3. Use of Proceeds. All revenue generated by the Fee shall be used solely for the payment of costs associated with Cascade Locks EMS services, including those associated with personnel, materials and services, capital purchases and savings for future capital expenditures, and the implementation of any intergovernmental agreement(s) for the delivery of EMS services and the administration of the agreements by the City.

SECTION 4. Effective Date. This Ordinance shall become effective on January 1, 2015 and remain in effect until December 31, 2019, unless extended by a vote of the people as provided in the City Charter.

ATTEST:

City Recorder

Mayor

AGENDA ITEM NO: 5C

CASCADE LOCKS STAFF REPORT

Date Prepared: July 9, 2014

For City Council Meeting on: July 14, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Resolution 1308 Establishing a Policy for New Equipment or Program

SYNOPSIS: The Finance Committee recommended codifying a policy for the establishment of a new program or purchasing a piece of new equipment. The attached resolution attempts to provide staff with a structure to evaluate and determine when a policy or purchase requires approval by Council.

CITY COUNCIL OPTIONS: Accept, modify, or reject the policy.

RECOMMENDED MOTION: "I move to approve Resolution No. 1308 establishing guidelines for the approval by Council of new policies or equipment purchases."

RESOLUTION NO. 1308

**A RESOLUTION ADOPTING GUIDELINES FOR THE DEVELOPMENT OF NEW PROGRAMS
OR THE ACQUISITION OF NEW EQUIPMENT**

WHEREAS the City wants its employees to be creative and proactive in the performance of their jobs; and

WHEREAS the City wants its employees to improve job performance; and

WHEREAS the City understands that the job is performed better when the right equipment is used to do the job right; and

WHEREAS the expected result is that employees will, by using the correct program or equipment, be more efficient and effective; and

WHEREAS the staff will be able to do more with less;

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

SECTION 1. Decision Tree: City staff will use the decision tree attached as a guideline for the development of any new program or the acquisition of any new equipment.

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 repealed by the Council.

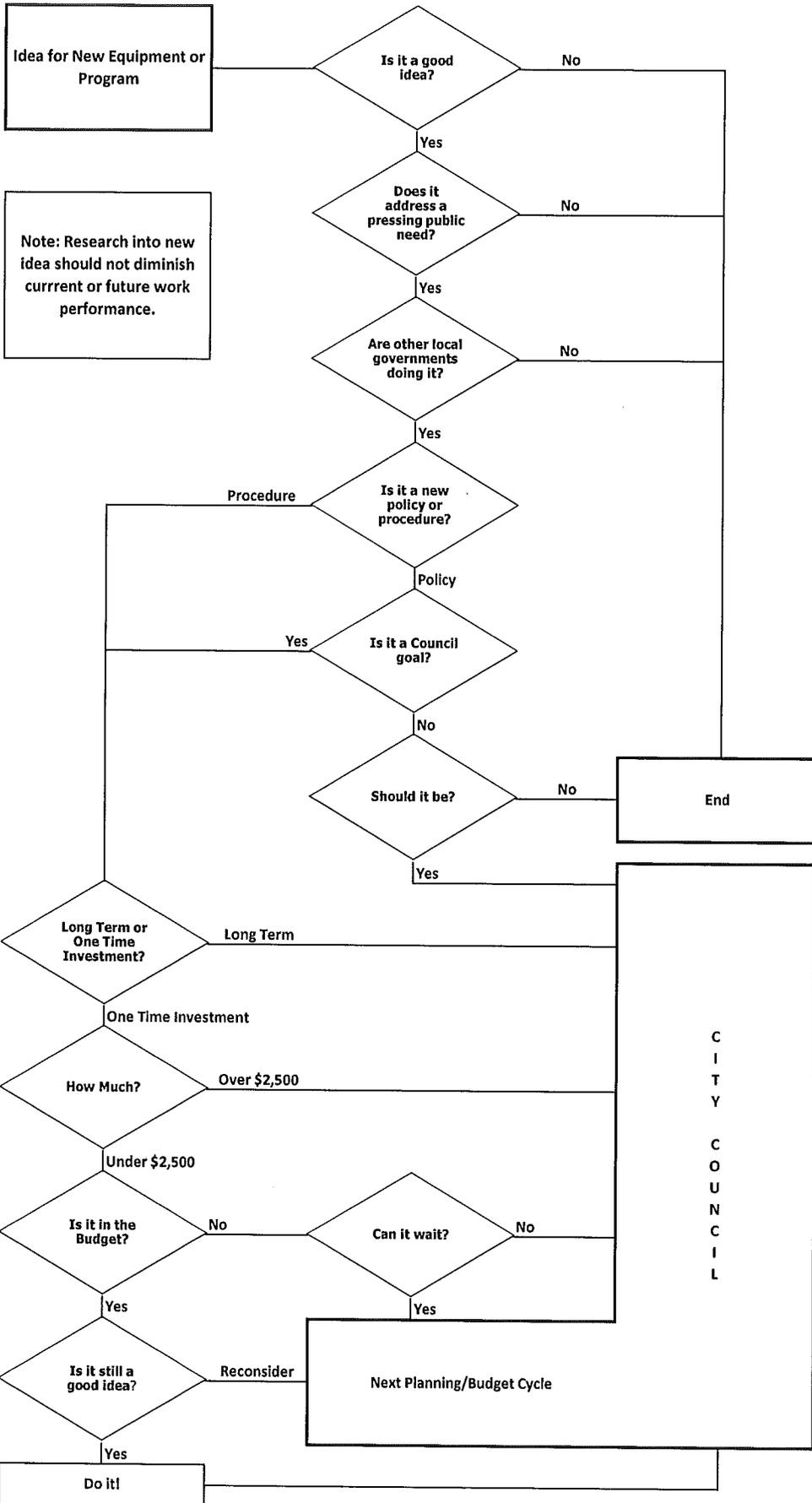
ADOPTED by the City Council this 14th day of July, 2014.

APPROVED by the Mayor this 14th day of July, 2014.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



CASCADE LOCKS STAFF REPORT

Date Prepared: July 9, 2014

For City Council Meeting on: July 14, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Selecting a Date for the Town Hall Meeting about the New Water System

SYNOPSIS: The Finance Committee recommended and the Council concurs that a town hall meeting is required for the citizens to know about the new water system and the efforts the City is making in the improvement of our water system. This action item is intended to select a date for the Town Hall to be held. The announcement for the Town Hall meeting will be included in the City Newsletter going out in the end of July utility bills which will arrive in the first week of the month.

The material to be covered at the Town Hall meeting include what has been the process so far, what are the projects that need to be done, the potential for funding, and the process in the future. The economic development impacts also need to be included.

CITY COUNCIL OPTIONS:

The following are the regularly scheduled meetings that should probably be avoided to lessen the conflicts for our citizens.

- City Council nights on the second and fourth Mondays
- Port Commission meetings on first and third Thursdays
- Planning Commission on the second Thursday
- Cascade Locks Business Association on the fourth Tuesday
- Joint Work Group for Economic Development on the fourth Thursday in August
- Church Youth Groups on Wednesday evenings

The following evenings are available in August:

Tuesday, August 12

Monday, August 18 (in place of the Finance Committee Meeting for the month)

Tuesday, August 19

The Council could also wait until September. Those dates are:

Tuesday, September 9

Monday, September 15 (in place of the Finance Committee Meeting for the month)

Tuesday, September 16

Tuesday, September 23

Monday, September 29

RECOMMENDED MOTION: "I move to hold a Town Hall meeting about the Water System Improvements on _____, to be announced on the utility bills, in the City Newsletter, and posted at the usual bulletin boards around town."