

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, January 8, 2018, 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.**
3. **Adoption of Consent Agenda.**
 - a. **Approval of December 11, 2017 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$289,560.66.**
4. **Public Hearing:**
5. **Action Items:**
 - a. **Appointment to Committees.**
 1. **Planning Commission Interviews and Appointment.**
 - b. **Approve 2018/2019 budget process.**
 - c. **Approve Resolution No. 1388 Authorizing the Interim Financing for Water System Improvement Project for \$3,764,515.**
 - d. **Approve Resolution No. 1389 Establishing Guidelines for the City's Social Media Policy.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Port Report from General Manager Paul Koch.**
 - c. **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. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00pm. CM's Groves, Fitzpatrick (via phone), Busdieker and Randall were present. CM Zerfing was excused and CM Walker was absent. Also present were CA Zimmerman, Deputy Recorder Marilyn Place, Brenda Wood, Bobby Young, Amanda Hoey, Marla Harvey, Les Perkins, John Roberts and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** Mayor Cramblett announced the addition of Bobby Young to the Agenda during Reports and Presentations.
3. **Adoption of Consent Agenda. Motion:** CM Busdieker moved to approve the consent agenda and CM Groves seconded. The motion passed unanimously by CM's Groves, Randall, Busdieker, Fitzpatrick and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** CA Zimmerman announced that Tiffany Pruit would like to re-up to the Budget Committee. He said that there was only one vacancy for the Planning Commission and that two individuals, Todd Bouchard and Ralph "Butch" Miller submitted their applications for it. Mayor Cramblett said he would recommend Butch for the Planning Commission. CM Busdieker said she felt the need for them to be interviewed before she could make a decision. CM's Randall and Fitzpatrick said they agreed with CM Busdieker. CM Groves said she agreed with Mayor Cramblett's recommended appointment. Mayor Cramblett decided to postpone the appointment of either of the two applicants to the Planning Commission until there was consensus of Council.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
 - a. **City Committees.** None
 - b. **Mid-Columbia Economic Development District (MCEDD), Amanda Hoey, Executive Director.** Ms. Hoey summarized the current Columbia Gorge Economic Development Strategy (CGEDS) which is developed every five years to address the goals of the region. She said MCEDD is a bi-state partnership that provides economic, business and industry assistance to Skamania and Klickitat counties in Washington, Hood River, Wasco and Sherman Counties in Oregon. She added that MCEDD is responsible for compiling the information in the current CGEDS.

Ms. Hoey explained the CGEDS is an action Plan based on the elements of Housing, Financial Capital and Entrepreneurial Environment, Workforce, Infrastructure and Regulatory Environments. Ms. Hoey said the CGEDS is a guideline released by the US Economic Development Administration to help the region craft goals, strategies and actions to create jobs, raise income levels, diversify the economy and improve the quality of life. She said the last CGEDS increased the financial resources for businesses to lend. Ms. Hoey explained those resources were immediately available for the businesses affected by the Eagle Creek fire.

Ms. Hoey went on to say the CGEDS has goals that specifically affect Cascade Locks. She said one goal was to complete a 15 year maintenance and preservation project for The Bridge of the Gods and the second goal was the extension of the Historic Columbia River Highway State Trail east.

CA Zimmerman said eight new Building Permits were received last week bringing the total for this year up to forty-one.

CA Zimmerman reported the population numbers for Cascade Locks became available from the PSU Center for Population Research. He said the report showed in 2017, Cascade Locks had grown by 60 people adding it was a total growth rate of 4.8%.

CA Zimmerman said the older fire truck is in the shop with a blown cylinder. He stated the estimate for the repairs is currently being developed but dependent on the damage it could be \$10,000 to \$20,000. CA Zimmerman asked the Council to approve the repair of the fire truck that day based on the preliminary estimate because the Council does not meet again until January 8, 2018. The Council agreed to spend the funds to fix the fire truck.

8. **Mayor and City Council Comments.** CM Groves wanted to thank the staff for all the work they do with the Giving Tree. Mayor Cramblett inquired about the Festival of Lights the week prior and how it went. CA Zimmerman said the event was a success, not as many turned out for it however, but the decorations looked wonderful and people really enjoyed themselves. CM's Fitzpatrick, Randall, Busdieker and Groves wished everyone a Merry Christmas.
9. **Other matters.** None
10. **Executive Session as may be required.** None
11. **Adjournment. Motion:** CM Busdieker moved, seconded by CM Groves, to adjourn. The motion passed unanimously by CM's Groves, Randall, Busdieker, Fitzpatrick and Mayor Cramblett. The meeting was adjourned at 8:30 PM.

Prepared by
Marilyn Place

APPROVED:

Mayor Cramblett

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:
12/8/2017	PR	\$ 53,407.81
12/22/2017	PR	\$ 55,212.57
12/15/2017	A/P	\$ 65,838.90
12/29/2017	A/P	\$ 115,101.38

GRAND TOTAL \$ 289,560.66

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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
8918	12/17	12/15/2017	4910	600143602.1	Albert Gaub	Refund Deposit	5121130	1.80
Total 8918:								1.80
8919	12/17	12/15/2017	6966	01410018RL	American Messaging	Paging Service	5140562110	7.50
Total 8919:								7.50
8920	12/17	12/15/2017	7011	69785	Annala, Carey, Baker, Thompson, Vankot	Attorney Services	0140162100	1,200.00
Total 8920:								1,200.00
8921	12/17	12/15/2017	7023	25434	Apple City Auto Body	repair M92 - deductible	0540562441	100.00
Total 8921:								100.00
8922	12/17	12/15/2017	330	2004836	BENNETT PAPER & SUPPLY CO	soap dispensers & soap	0140462540	79.83
Total 8922:								79.83
8923	12/17	12/15/2017	7034	831	Bernadette Murray-Macioce	Tourism Staff Support	0840562110	1,273.00
Total 8923:								1,273.00
8924	12/17	12/15/2017	370	60203	BIO-MED TESTING SERVICE	Drug Testing	0140462063	40.00
Total 8924:								40.00
8925	12/17	12/15/2017	6839	82692776	Bound Tree Medical, LLC	Medical supplies	0540562351	52.29
8925	12/17	12/15/2017	6839	82694134	Bound Tree Medical, LLC	Medical supplies	0540562351	125.91
Total 8925:								178.20
8926	12/17	12/15/2017	490	523534	BRYANT PIPE AND SUPPLY	sand bags	0340562560	247.00
Total 8926:								247.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8932:								
8933	12/17	12/15/2017	1120	A178262	COLUMBIA HARDWARE, LLC	screws & bits	0140462525	36.75
8933	12/17	12/15/2017	1120	A179000	COLUMBIA HARDWARE, LLC	screws & bits	0140462525	46.93
8933	12/17	12/15/2017	1120	A179177	COLUMBIA HARDWARE, LLC	screws & bits	2140562560	64.49
8933	12/17	12/15/2017	1120	A179197	COLUMBIA HARDWARE, LLC	Lights	0140462525	53.46
8933	12/17	12/15/2017	1120	A179200	COLUMBIA HARDWARE, LLC	plugs & lights	0140462525	17.13
8933	12/17	12/15/2017	1120	A179200	COLUMBIA HARDWARE, LLC	clear clips	0140162010	8.99
8933	12/17	12/15/2017	1120	B188296	COLUMBIA HARDWARE, LLC	screws & bits	0140462525	16.49
8933	12/17	12/15/2017	1120	B188345	COLUMBIA HARDWARE, LLC	plugs & lights	0140462525	21.58
8933	12/17	12/15/2017	1120	B188861	COLUMBIA HARDWARE, LLC	screws	0140462525	3.75
Total 8933:								
8934	12/17	12/15/2017	1370	448816	DAY WIRELESS SYSTEMS	program pager	0540562442	35.00
8934	12/17	12/15/2017	1370	449751	DAY WIRELESS SYSTEMS	swap out radios at fire station	0540562442	218.75
Total 8934:								
8935	12/17	12/15/2017	1620	1695	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services November 2017	5140562139	750.00
8935	12/17	12/15/2017	1620	1715	EFFICIENCY SERVICES GROUP, LLC	Eco Conservation Kits	5140562140	2,375.00
8935	12/17	12/15/2017	1620	1717	EFFICIENCY SERVICES GROUP, LLC	Residential Direct Install	5140562140	2,892.00
Total 8935:								
8936	12/17	12/15/2017	6795	0615913	Ferguson Enterprises Inc #3011	1" perf meter	2140562560	726.64
8936	12/17	12/15/2017	6795	0615921	Ferguson Enterprises Inc #3011	ColMP x MiP Couplet	2140562560	36.84
Total 8936:								
8937	12/17	12/15/2017	6864	DEC 2017	Gordon Zimmerman	CA Expense	0140162094	227.77
8937	12/17	12/15/2017	6864	NOV 2017	Gordon Zimmerman	CA Expense	0140162094	152.87
Total 8937:								
8938	12/17	12/15/2017	2140	AIE05999	GOVERNMENT ETHICS COMMISSION	Annual Billing	0140162030	475.12
Total 8938:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8947	12/17	12/15/2017	4620	3304968335	PITNEY BOWES - RENTAL	Periodic Payment	0140162120	154.47
Total 8947: 154.47								
8948	12/17	12/15/2017	4670	13463099	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562200	40.00
Total 8948: 40.00								
8949	12/17	12/15/2017	6780	5051458338	Rioch Americas Corporation	Copies	0140162110	182.51
Total 8949: 182.51								
8950	12/17	12/15/2017	5040	506	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	500.00
Total 8950: 500.00								
8951	12/17	12/15/2017	5510	8047721499	STAPLES CONTRACT & COMMERCIAL	office supplies, paper	0140162010	152.35
Total 8951: 152.35								
8952	12/17	12/15/2017	6970	1568-075245	Suburban Propane	Propane	0540562421	242.00
Total 8952: 242.00								
8953	12/17	12/15/2017	5660	13410	TANNINEN REPAIR SERVICE LLC	Hale Shaft Rebuild Kit	0540562441	39.00
8953	12/17	12/15/2017	5660	13439	TANNINEN REPAIR SERVICE LLC	Engine 94 Service	0540562441	1,360.70
8953	12/17	12/15/2017	5660	13458	TANNINEN REPAIR SERVICE LLC	C-90	0540562441	436.89
8953	12/17	12/15/2017	5660	13459	TANNINEN REPAIR SERVICE LLC	Medic 92 Repair	0540562441	440.85
8953	12/17	12/15/2017	5660	13460	TANNINEN REPAIR SERVICE LLC	Engine 93 Service	0540562441	903.54
8953	12/17	12/15/2017	5660	13461	TANNINEN REPAIR SERVICE LLC	Medic 91 Service	0540562441	625.85
Total 8953: 3,806.83								
8954	12/17	12/15/2017	6070	022923	TWGW, INC NAPA AUTO PARTS	antifreeze, cut-off wheel, ultra blue	5140562201	42.98
8954	12/17	12/15/2017	6070	022962	TWGW, INC NAPA AUTO PARTS	screws & wiper blades	2140562560	18.46
8954	12/17	12/15/2017	6070	023280	TWGW, INC NAPA AUTO PARTS	antifreeze	0540562441	15.98
8954	12/17	12/15/2017	6070	023876	TWGW, INC NAPA AUTO PARTS	22mm wrench	5140562201	21.99
8954	12/17	12/15/2017	6070	025908	TWGW, INC NAPA AUTO PARTS	car wash	0540562440	11.98
8954	12/17	12/15/2017	6070	026253	TWGW, INC NAPA AUTO PARTS	batteries, core deposit	2140562441	102.73
8954	12/17	12/15/2017	6070	026253	TWGW, INC NAPA AUTO PARTS	batteries, core deposit	3140562441	102.73

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8969	12/17	12/29/2017	6839	82717199	Bound Tree Medical, LLC	Meds and supplies	0540562351	28.45
Total 8969:								
8970	12/17	12/29/2017	820	33492	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,622.42
Total 8970:								
8971	12/17	12/29/2017	910	17-077	CITY OF HOOD RIVER	SCBA Maintenance	0540562441	994.14
Total 8971:								
8972	12/17	12/29/2017	1120	A180170	COLUMBIA HARDWARE, LLC	battery	2140562560	3.78
8972	12/17	12/29/2017	1120	A180199	COLUMBIA HARDWARE, LLC	hose clamps, adapters	2140562560	12.52
8972	12/17	12/29/2017	1120	A180355	COLUMBIA HARDWARE, LLC	pressure treated lumber	0340562560	112.45
8972	12/17	12/29/2017	1120	A181116	COLUMBIA HARDWARE, LLC	ice melt, shovel, shoe spikes	0140462520	169.84
8972	12/17	12/29/2017	1120	A181129	COLUMBIA HARDWARE, LLC	return ice melt	0140462520	48.95
8972	12/17	12/29/2017	1120	A181129	COLUMBIA HARDWARE, LLC	50lb ice melt	0140462520	99.95
8972	12/17	12/29/2017	1120	B190730	COLUMBIA HARDWARE, LLC	painting supplies	0140462520	48.04
Total 8972:								
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	scouring pad	0140462540	12.91
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	Kitty litter & p:am	0340562560	28.86
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	armor all	2140562441	5.49
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	measuring cup & water	2140562560	12.97
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	vegie oil & batteries	3140562560	43.36
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	batteries	5140562810	13.98
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	water	5140562870	14.38
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	water	5140562900	7.19
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	batteries	5140663700	11.39
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	water, batteries, spray bottles, gloves	2140562560	132.92
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	water	2140562870	33.56
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	batteries	3140562560	8.88
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	batteries	5140562560	34.17
8973	12/17	12/29/2017	1130	EL & PW 201	COLUMBIA MARKET (DBA)	water	5140562870	148.93
8973	12/17	12/29/2017	1130	FD 2016	COLUMBIA MARKET (DBA)	coffee & fruit	0540562020	22.85
8973	12/17	12/29/2017	1130	FD 2016	COLUMBIA MARKET (DBA)	ice & cleaner, cat litter	0540562350	47.08
8973	12/17	12/29/2017	1130	FD 2016	COLUMBIA MARKET (DBA)	batteries	0540562441	11.89
8973	12/17	12/29/2017	1130	FD 2017	COLUMBIA MARKET (DBA)	parade candy	0540562028	24.35

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8981:								
8982	12/17	12/29/2017	4910	103716300 1	Joseph Murphy	Refund Deposit	5121130	7,600.00
Total 8982:								
8983	12/17	12/29/2017	4910	100092700 1	LKE Corporation	Refund Water Deposit	2121130	253.91
Total 8983:								
8984	12/17	12/29/2017	3150	121517	MARIANNE BUMP	Reimburse Mileage	0140162020	589.88
8984	12/17	12/29/2017	3150	122117	MARIANNE BUMP	Reimburse Mileage	0140162020	21.40
Total 8984:								
8985	12/17	12/29/2017	3160	121817	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	42.80
8985	12/17	12/29/2017	3160	121817	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140862022	14.12
Total 8985:								
8986	12/17	12/29/2017	3270	10627	MATHER & SONS PUMP SERVICE, INC	New well control valve	2140562560	63.20
Total 8986:								
8987	12/17	12/29/2017	4910	100724409 1	Niles Henke	Refund Deposit	5121130	77.32
Total 8987:								
8988	12/17	12/29/2017	3920	1820	NORTHWEST REQUIREMENTS UTILIT	2018 RiverPartners Support	5140562030	8,858.50
8988	12/17	12/29/2017	3920	973	NORTHWEST REQUIREMENTS UTILIT	2018 Membership Dues	5140562030	70.57
Total 8988:								
8989	12/17	12/29/2017	3980	2018	OCCMA	Zimmerman 2018 Membership	0140162030	710.00
Total 8989:								
8990	12/17	12/29/2017	4270	OMA18-3857	OREGON MAYOR'S ASSOC.	2018 Membership Dues	0140162030	1,395.00
Total 8990:								
								197.86
								103.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8999	12/17	12/29/2017	6070	028162	TWGW, INC NAPA AUTO PARTS	bulbs, chain roller, windshield washer fluid	0340562441	46.96
8999	12/17	12/29/2017	6070	028222	TWGW, INC NAPA AUTO PARTS	chain link roller	0340562441	3.29
Total 8999: 179.49								
9000	12/17	12/29/2017	6110	DEC 2017	U.S. POSTAL SERVICE	UB Postage	0140162055	293.99
Total 9000: 293.99								
9001	12/17	12/29/2017	4910	100043405 1	Urszulia Struck	Refund Deposit	5121130	235.39
Total 9001: 235.39								
9002	12/17	12/29/2017	6937	346396153	US Bank Equipment Finance	Contract Payment	5140566001	1,221.82
9002	12/17	12/29/2017	6937	346396153	US Bank Equipment Finance	Contract Payment	5140566002	71.79
Total 9002: 1,293.61								
9003	12/17	12/29/2017	6620	163467	WILLAMETTE WEEK	Tourism Ad	0840562114	665.00
Total 9003: 665.00								
9004	12/17	12/29/2017	6640	1214-2	WIND RIVER PUBLISHING	Co-Op page CRG Magazine	0840562114	464.00
Total 9004: 464.00								
12151701	12/17	12/15/2017	6080	NOV 2017	U S BANK	Bank Fees	0140162110	330.57
Total 12151701: 330.57								
12291701	12/17	12/29/2017	440	NOV17-PWR	BPA	November Power Bill	5140562820	51,531.00
12291701	12/17	12/29/2017	440	NOV17-PWR	BPA	November Power Bill	5140562820	6,601.00
Total 12291701: 58,132.00								
12291702	12/17	12/29/2017	440	NOV17-TRN	BPA	November Transmission Bill	5140562821	8,507.00
12291702	12/17	12/29/2017	440	NOV17-TRN	BPA	November Transmission Bill	5140562821	1,090.00
Total 12291702: 9,597.00								

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	49.95	21,843.12	21,793.17-
01-401-62010	874.61	.00	874.61
01-401-62020	342.36	.00	342.36
01-401-62030	775.98	.00	775.98
01-401-62050	525.34	.00	525.34
01-401-62055	443.99	.00	443.99
01-401-62082	288.71	.00	288.71
01-401-62094	380.64	.00	380.64
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	524.08	.00	524.08
01-401-62120	333.49	.00	333.49
01-401-62552	1,400.76	.00	1,400.76
01-401-62870	75.00	.00	75.00
01-401-63861	1,987.00	.00	1,987.00
01-401-63946	479.01	.00	479.01
01-402-62075	32.25	.00	32.25
01-402-62090	1,629.94	.00	1,629.94
01-404-62063	40.00	.00	40.00
01-404-62110	10.00	.00	10.00
01-404-62620	315.83	49.95-	265.88
01-404-62625	397.37	.00	397.37
01-404-62630	59.04	.00	59.04
01-404-62640	92.74	.00	92.74
01-407-62630	144.78	.00	144.78
01-408-62022	1,663.20	.00	1,663.20
01-408-62025	227.00	.00	227.00
01-419-62250	7,600.00	.00	7,600.00
03-21010	.00	505.25-	505.25-
03-405-62441	116.94	.00	116.94
03-405-62660	388.31	.00	388.31
05-21010	.00	12,562.52-	12,562.52-
05-405-62020	22.85	.00	22.85
05-405-62024	1,133.00	.00	1,133.00
05-405-62028	24.35	.00	24.35
05-405-62030	405.00	.00	405.00
05-405-62350	73.35	.00	73.35
05-405-62351	1,836.07	.00	1,836.07
05-405-62420	294.74	.00	294.74

GL Account	Debit	Credit	Proof
51-405-62800	353.12	.00	353.12
51-405-62810	13.98	.00	13.98
51-405-62820	51,531.00	.00	51,531.00
51-405-62821	8,507.00	.00	8,507.00
51-405-62870	163.31	.00	163.31
51-405-62900	7.19	.00	7.19
51-405-63670	1,100.00	.00	1,100.00
51-405-66001	1,221.82	.00	1,221.82
51-405-66002	71.79	.00	71.79
51-406-62800	88.28	.00	88.28
51-406-62820	6,601.00	.00	6,601.00
51-406-62821	1,090.00	.00	1,090.00
51-406-62880	6,528.67	.00	6,528.67
51-406-63700	11.39	.00	11.39
51-415-62009	76.52	.00	76.52
Grand Totals:	181,040.16	181,040.16	.00

Report Criteria:

Report type: GL detail

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: 11/29/17 AW

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission X Tourism Committee _____ Other _____

NAME: Todd Bouchard

HOME PHONE: _____

MAILING ADDRESS: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

Do you live within the city limits? Yes X No _____

How long have you lived in the City? 2 years

1. Why are you interest in serving?

I would like to help the city of Cascade Locks to grow and improve.

2. Do you feel that you can meet the schedule required by the City Council?

yes

3. What experiences have you had with City Committees, Boards, or Commissions?

I am currently serving on the Transportation Advisory Board for the city of Tillamook, o

4. What special skills or interests do you think you bring to this effort?

I am a commercial real estate broker and developer so I have experim with many types of planning issues and needs.

APPLICANT SIGNATURE TWB

DATE: 11/29/17

Thank you. We appreciate your willingness to serve.

RECEIVED
NOV 28 2017

City of Cascade Locks, Oregon

BY DATE AND TIME RECEIVED: Koben 2:54pm

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ Planning Commission X Tourism Committee _____ Other _____

NAME: RALPH MILLER (BUTCH) HOME PHONE: _____

MAILING ADDRESS: P.O. BOX _____ CELL PHONE: _____

EMAIL ADDRESS: _____

Do you live within the city limits? Yes X No _____

How long have you lived in the City? 7 mos

1. Why are you interest in serving?

MY FAMILY HAS BEEN HERE SINCE 1942. AND I WISH TO HELP THE CITY GROW.

2. Do you feel that you can meet the schedule required by the City Council?

YES

3. What experiences have you had with City Committees, Boards, or Commissions?

ELECTED 2 TERMS AS DRIVE REP. TO CITY OF PORTLAND PRIVATE FOR HIGH TRANSPORTATION BOARD

4. What special skills or interests do you think you bring to this effort?

ORGANIZATION LEADERSHIP ABILITY TO LISTEN

APPLICANT SIGNATURE *Ralph Miller*

DATE: 11-28-17

Thank you. We appreciate your willingness to serve.

RECEIVED
JAN 02 2017

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED:

BY: K. Goben

Application for City Boards, Commissions, Task Forces and Committees
(Check one below)

Budget Committee _____ Planning Commission Tourism Committee _____ Other _____

NAME: Virginia Fitzpatrick HOME PHONE: 541-374-8762

MAILING ADDRESS: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

Do you live within the city limits? Yes No _____

How long have you lived in the City? 23 yrs

1. Why are you interested in serving? I am interested in helping our city grow in a controlled & positive manner.

2. Do you feel that you can meet the schedule required by the City Council? yes

3. What experiences have you had with City Committees, Boards, or Commissions? This would be my second term serving as a planning commissioner.

4. What special skills or interests do you think you bring to this effort? I'm organized, willing to learn & be flexible.

APPLICANT SIGNATURE: Virginia Fitzpatrick

DATE: 1/2/18

Thank you. We appreciate your willingness to serve.



City of Cascade Locks Committee Vacancy List

Committee	No. of Vacancies	Term Limit
Tourism	3	Present to 12/31/20
Budget	3	Present to 12/31/20
Planning Commission	2	Present to 12/31/20
JWGED	1 (non-voting citizen member)	

2018 Committees

NAME	ADDRESS	CONTACT INFO	TELEPHONE NUMBER	Terms - DO NOT MESS WITH ENDING DATES!!!!!!
Mayor				
Cramblett	Tom	PO Box 511	541-374-8336	01/01/16-12/31/18
2 Years				
City Council				
4 Years				
6 Members				
Busdieker	Deanna	PO Box 433 Stevenson, dbusdieker@cascade-locks.or.us	541-374-9070	01/01/15-12/31/18
Groves	Glenda	PO Box 412 ggroves@cascade-locks.or.us	541-374-8370	01/01/16-12/31/20
Fitzpatrick	Bruce	PO Box 674 bfitzpatrick@cascade-locks.or.us	541-374-8762 503-869-7274	01/01/17-12/31/20
Zerfing	Carl	PO Box 224 czerfing@cascade-locks.or.us	541-374-8869 541-490-3088	1/1/17-12/31/18
Randall	Richard	PO Box 583 rrandall@cascade-locks.or.us	541-374-8458	01/01/15-12/31/18
Walker	Bobby	PO Box 491 bwalker@cascade-locks.or.us	541-374-8238 Council President	01/01/17-12/31/20
BUDGET				
3 Year Terms (public)				
7 Councilors + 7 Citizens				
Pruit	Tiffany	PO Box 461 TLPruit@yahoo.com	541-374-2168	1/1/15-12/31/20
				1/8/15-12/31/20
				1/1/15-12/31/20
Busdieker	Deanna	PO Box 433 Stevenson, dbusdieker@cascade-locks.or.us	541-374-9070	01/1/15-12/31/18
				1/1/15-12/31/20
Cramblett	Tom	PO Box 511 tcramblett@cascade-locks.or.us	541-374-8336	01/1/17-12/31/18
Bautista	Francisco	PO Box 552 fbautistanelson@eu.edu	971-219-2441	1/1/16-12/31/18
Koch	Joel	PO Box 772 sawver335@gmail.com	503-780-7964	1/1/17-12/31/19
Zerfing	Carl	PO Box 224 czerfing@cascade-locks.or.us	541-374-8869 541-490-3088	1/1/17-12/31/18
Randall	Richard	PO Box 583 rrandall@cascade-locks.or.us	541-374-8458	8/10/15-12/31/18
Walker	Bobby	PO Box 491 bwalker@cascade-locks.or.us	541-374-8238	1/1/17-12/31/20
Wood	Brenda	PO Box 2 locksoftdogsandtreats@yahoo.com	503-953-4410	1/1/17-12/31/19
Groves	Glenda	PO Box 412 ggroves@cascade-locks.or.us	541-374-8370	01/1/17-12/31/20
Fitzpatrick	Bruce	PO Box 674 bfitzpatrick@cascade-locks.or.us	541-374-8762	01/1/17-12/31/20
PLANNING COMMISSION ORD 307				
4 Year Term				
5 Members				
Haight	Gyda	PO Box 276 dongyda@embarqmail.com	541-374-2311	01/1/17-12/31/20
				01/1/17-12/31/20
Munkhoff	Gary	PO Box 51 gmunkhoff@gmail.com	541-374-8890	12/23/13-12/31/21
				1/1/15-12/31/18
Cramblett	Larry	PO Box 187 bettie.cramblett@gmail.com	541-374-8805	1/1/15-12/31/18

AGENDA ITEM NO: 5b

CASCADE LOCKS STAFF REPORT

Date Prepared: January 2, 2018

For City Council Meeting on: January 8, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve 2018/2019 Budget Process

SYNOPSIS: Each year the City Council adopts a time line for the budget process for the upcoming fiscal budget. The proposed timeline is attached for your approval.

The second item on the time line is to have the City Council set the organizational goals for the next fiscal year. In the past we have met in a workshop setting to review the current year goals and develop the next year goals. May I suggest that we have that Goal Development Workshop at 6:00 p.m. on January 22, before our next Council meeting? A copy of this year's goals are also attached.

CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed time line.

RECOMMENDED MOTION: "I recommend adoption of the proposed budget process for fiscal year 2018-2019."

Adopted FY18/19 Budget Process Schedule

1. **CITY COUNCIL:** Adopt Budget Process Schedule 1/08/18
 2. **CITY COUNCIL:** Begin budget development process by setting goals 1/09-1/31/18
 3. **FINANCE:** Send priorities to Department Heads 2/05/18
 - A. Review format of budget document
 - B. Set up Department Head/CA/Finance Officer work session to assist
 4. **CITY DEPARTMENT HEADS AND STAFF:** Begin development of departmental budget. 2/05/18
 5. **DEPARTMENT PROGRAMS:** Turn in proposed budget to Finance 3/05/18
 6. **CA and FINANCE:** Compile proposed budget document 3/05/18-3/31/18
 7. **STAFF:** Publish Notice of Budget Committee Meeting 3/21/18
(State required time line not more than 30 days prior to Budget meeting)
 8. **STAFF:** Publish **Second Notice of Budget Committee Meetings** (no less than 5 days prior) 3/28/18
 - A. **Publish on City website**
 9. **BUDGET COMMITTEE:**
 - A. Conduct Budget Committee Workshop 4/04/18
 1. Review budget process and Budget Structure
 2. Deliver Proposed Budget to Committee members
- Budget meetings will start at 6:30 PM and end at 9:00 PM (unless Committee votes to continue).**
10. **Budget Meeting:** 4/11/18
 - A. Elect Budget Committee Chair and Vice Chair
 - B. Set meeting rules, adopt timeline schedule
 - C. Deliver Budget Message
 - D. 6:45PM – Budget Committee Hearing on Possible Uses of State Revenue Sharing
 - E. Formal Approval of Property Tax Rate \$2.7050 per \$1,000 for FY 18/19

Meeting #1

ADMINISTRATION:

General Fund (1)

SDC Fund (2)

Grant Fund (7)

Tourism Fund (8)

Cemetery Fund (17)

Cemetery Trust Fund (25)

Capital Reserve Fund (56)

2017-18 City Council Goals

Public Works:

1. Complete Water System Improvements/Corrosion Control Project
2. Raise Rates For Debt Service on USDA Loan
3. Seek Funding For Wastewater Master Plan Projects
4. Replace Planters and Waste Receptacles in Downtown
5. Continue Crosswalk Reconstruction Projects
6. Replace City Hall Roof

Electrical Department

1. Continue to Improve Dodson/Warrendale Distribution Line
2. Replace Street Lights as Funding and Time Allow
3. Replace Underground Lines on Riverview Street
4. Replace Underground Lines on Sunset Avenue

Emergency Services

1. Maintain Department within Budget Parameters
2. Continue to Operate with 3 FTE

Finance

1. Provide a backup generator for City Hall
2. Review Accounting Software

City Recorder/Planner

1. Implement Development Code Revisions
2. Hire half time Deputy Recorder/half time Utility Specialist

Administration

1. Continue Good Governance
2. Continue Cleanup of Downtown
3. Continue Holiday Lighting Replacement

CASCADE LOCKS STAFF REPORT

DATE PREPARED: January 2, 2018

FOR CITY COUNCIL MEETING ON: January 8, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1388 Authorizing the Interim Financing Bond for the Water System Improvement Project for \$3,764,515

SYNOPSIS: The City has been working with the United States Department of Agriculture Rural Development office for over two years to begin the work on the Water System Improvement Project. The pre-construction conference with the approved contractor, Crestline Construction of The Dalles, was held on Wednesday, January 3. This resolution allows the City to receive the interim financing for this project, which the USDA will repay to Cashmere Bank when the project is completed next year.

The Council should consider the impact this project will have on the rate payers.

Meter Size	Number	Current Fixed Charge			New Debt Service	Total
		Meter Maint.	Base Charge	Fire Flow		
5/8 inch	444	\$ 0.88	\$ 9.50	\$ 1.00	\$ 25.00	\$ 36.38
3/4 inch	16	1.10	14.12	1.00	\$ 27.50	\$ 43.72
1 inch	17	1.42	23.34	3.00	\$ 35.00	\$ 62.76
1 1/2 inch	12	2.82	46.38	6.00	\$ 45.00	\$ 100.20
2 inch	13	3.96	74.04	8.00	\$ 72.50	\$ 158.50
2 inch turbine	1	6.04	74.04	10.00	\$ 72.50	\$ 162.58
3 inch turbine	6	7.78	161.65	15.00	\$ 275.00	\$ 459.43
3 inch compound	1	15.60	161.65	20.00	\$ 275.00	\$ 472.25
4 inch compound	-	25.20	290.45	25.00	\$ 350.00	\$ 690.65
6 inch	-	50.00	400.00	35.00	\$ 525.00	\$ 1,010.00
5/8 inch (rural)	4	0.88	9.50	1.00	\$ 25.00	\$ 36.38
Total	514					

RECOMMENDED MOTION: "I move to approve Resolution No. 1388 authorizing the City Administrator to sign the Bond Anticipation Note Purchase Agreement in the amount of \$3,764,515 at a 2.25% interest rate to fund the Water System Improvement Project."

RESOLUTION NO. 1388

A RESOLUTION AUTHORIZING THE ISSUANCE, NEGOTIATED SALE, EXECUTION AND DELIVERY OF NOT TO EXCEED \$3,764,515 FULL FAITH AND CREDIT BOND ANTICIPATION NOTE, SERIES 2014; AND RELATED MATTERS.

WHEREAS, the City Council of the City of Cascade Locks, Oregon (the “**City**”) finds:

A. It is desirable to finance improvements to the City’s water system including, but not limited to: (1) drilling a new well adjacent to existing wells, (2) constructing an above ground 480,000 gallon storage tank, (3) installing 1,000 linear-feet of transmission main, (4) installing 3,900 linear-feet of distribution line, (5) abandoning/replacing approximately 23,500 linear-feet of existing pipe to improve the distribution and fire flow throughout the City’s service area, (6) funding of a reserve account, if any, and (7) paying the costs of issuance of the Bond (collectively, the “**Project**”).

B. ORS 287A.180(1)(b) and (4) authorize the issuance of obligations to provide interim financing for capital projects to be undertaken by the City.

D. The interim financing provided pursuant to this authority (1) may not exceed the estimated cost of the Project, (2) the maturity date of the interim financing may not be later than five years after issuance, and (3) the debt limitations imposed by law or the charter of the City do not apply to interim financing authorized by ORS 287A.180.

E. The City desires to issue a bond anticipation note as interim financing to finance the Project, such bond anticipation note to be retired with the proceeds of bonds to be sold upon completion of the Project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CASCADE LOCKS, OREGON RESOLVES AS FOLLOWS:

Section 1. Issuance of Bond Anticipation Note. The Council of the City authorizes the issuance and private negotiated sale of a bond anticipation note to Cashmere Valley Bank (the “**Bank**”) in a principal amount not to exceed \$3,764,515 (the “**Note**”) pursuant to ORS 287A.180(1)(b) and (4) to provide interim financing for the Project. The Note shall be issued pursuant to the terms in the Bank’s Preliminary Term Sheet dated October, 2017. The City authorizes the City Manager or Finance Director (the “**Authorized Representative**”) to determine and designate the principal amount, dated date, interest rate, maturity date, optional redemption date and premium, if any, denominations, interest payment dates, and such other provisions as are deemed necessary and desirable for the sale and issuance of the Note. The Note shall be dated with the date specified by the Authorized Representative, shall mature not later than 2 years after the date of issuance and shall bear interest payable at maturity at a rate, fixed or variable, and may be issued as a draw down note, all such terms to be established by the Authorized Representative.

of the City, if any, do not exceed the amount permitted under the Code for such designation during the calendar year in which the Note is issued.

Section 9. Exception for Small Governmental Units. The City finds and determines that the Note complies with the statutory requirements of Section 148(f)(4)(C) of the Code in that the City is a governmental unit having general taxing powers, the Note is not being issued for a private activity purpose, more than 95% of the net proceeds of the Note will be used for local governmental activities of the City, and the aggregate face amount of all tax-exempt obligations which will be issued by the City during the calendar year in which the Note is issued is not reasonably expected to exceed \$5,000,000.

Section 10. Appointment of Note Counsel. The City does appoint the law firm of Mersereau Shannon LLP of Portland, Oregon as Note Counsel to the City for the issuance of the Note.

Section 11. Closing of the Sale and Delivery of the Note. The Authorized Representative is authorized to negotiate and execute a note purchase agreement for and on behalf of the City and to execute such additional documents, including a tax certificate, and any and all other things or acts necessary for the sale and delivery of the Note as herein authorized. Such acts of the Authorized Representative are for and on behalf of and are authorized by the City Council of the City.

Section 12. Effective Date. This resolution shall take effect immediately upon its adoption by the Council.

DATED this 8th day of January, 2018.

**CITY OF CASCADE LOCKS
HOOD RIVER COUNTY, OREGON**

By _____
Tom Cramblett, Mayor

ATTEST:

By _____
Kathy Woosley, City Recorder

BOND ANTICIPATION NOTE PURCHASE AGREEMENT
CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON

This Bond Anticipation Note Purchase Agreement is entered into between the City of Cascade Locks, Hood River County, Oregon, and Cashmere Valley Bank as of this ___ day of _____ 2017.

Section 1. Definitions.

For purposes of this Agreement, the following capitalized terms shall have the following meanings, unless the context clearly requires otherwise:

“**Agreement**” means this Bond Anticipation Note Purchase Agreement.

“**Authorized Representative**” means the City Administrator or Finance Director of the City.

“**Bank**” means Cashmere Valley Bank or its successors or assigns.

“**Bonds**” means the permanent financing for the Project.

“**Banking Day**” means any day, other than a Saturday or Sunday, on which the Bank is open for business in Oregon.

“**City**” means the City of Cascade Locks, Hood River County, Oregon.

“**Closing**” means the date on which the first Draw is disbursed to the City.

“**Code**” means the Internal Revenue Code of 1986, as amended.

“**Draw**” means a loan to the City under this Agreement and the Note.

“**Draw Certificate**” means the City’s certificate requesting a Draw, which shall be in substantially the form attached hereto as Exhibit B.

“**Event of Default**” means the declaration by the Bank of an event of default as a result of a determination by the Bank that there has been: (i) a failure to pay principal or interest on the Note within 10 days of the date when due; or (ii) a failure by the City to comply with any of its obligations, or to perform any of its duties, under this Agreement, or the Note, which failure continues, and is not cured, for a period of more than 30 days after the Bank has made written demand on the City to cure such failure; (iii) a material misrepresentation by the City in this Agreement, the Resolution or the Note; or (iv) failure by the City to maintain the tax-exempt status of the Note.

“**Fiscal Year**” means the period beginning July 1 of each year and ending on the next succeeding June 30, or as otherwise defined by Oregon Law.

“**Maturity Date**” means _____, 20__.

“**Note**” means the bond anticipation note evidencing the amounts owed under this Agreement, which shall be in substantially the form attached hereto as Exhibit A.

“**Note Counsel**” means the law firm of Mersereau Shamon LLP of Portland, Oregon or another attorney-at-law or firm of attorneys (other than an employee of the City but including any law firm serving as counsel to the City) nationally recognized as experienced in matters relating to the tax exemption of interest on bonds of states and local governments.

Section 5. Security for Note.

- 5.1 The proceeds of Bonds to be sold to provide permanent financing for the Project are pledged to the owner of the Note for the payment of the principal and interest on the Note when due. In addition, the City pledges the general, non-restricted revenues of the City and other funds which may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The Note shall be a full faith and credit obligation of the City, and is not subject to appropriation. The owner of the Note shall not have a lien or security interest on the property financed with the proceeds of the Note.

Section 6. Draws.

- 6.1 The Authorized Representative may deliver to the Bank either: (a) a single Draw request for the entire amount available under the Note, or (b) one or more Draw requests for any amount greater than or equal to \$25,000.
- 6.2 If the whole Note is drawn at once, the drawn funds shall be held in a separate account and not spent until an authorized representative of United States Department of Agriculture Rural Development ("RD") has approved of the expenditure via the Project Monitoring Report.
- 6.3 Draw requests shall be in substantially the form attached hereto as Exhibit B accompanied by an approval of the draw amount from an authorized representative of RD and otherwise comply with the terms of this Agreement.

Section 7. Use of Agreement Proceeds.

The proceeds of all Draws received by the City shall be expended by the City for the costs of the Project in accordance with the Resolution and payments of interest.

Section 8. Tax Covenants.

The City covenants for the benefit of the Bank to comply with all provisions of the Code which are required for interest on the Note to be excluded from gross income for federal income taxation purposes, and designates the Note as a "qualified tax-exempt obligation" pursuant to Section 265 of the Code.

Section 9. Default.

If an Event of Default occurs, the Bank may exercise any remedy available at law or in equity provided, however, that the Outstanding Balance shall not be subject to acceleration. No remedy shall be exclusive. The Bank may waive any Event of Default, but no such waiver shall extend to a subsequent Event of Default.

- 11.6 While any amount is outstanding under the Note, the City covenants and agrees it will not issue any additional indebtedness which is secured by the Bonds other than the Note.

Section 12. Financial Statements and Other Information; Notice of Adverse Developments.

- 12.1 As long as this Agreement is in effect, the City shall provide the Bank with a copy of its complete, audited annual financial statements for each Fiscal Year promptly upon completion, and such other information as the Bank may from time to time reasonably request in a timely manner.
- 12.2 The City shall notify the Bank promptly of any development which is likely to have a material, adverse effect (a) on the ability of the City to pay principal of or interest on the Note, or (b) on the financial condition of the City generally.

Section 13. Conditions to the Obligations of the Bank.

- 13.1 The Bank shall not be obligated to advance any funds to the City under this Agreement:
- (A) unless, on or prior to the date of the first Draw the Bank shall have received:
- (1) a copy of the executed Resolution;
- (2) an opinion of Note Counsel to the effect that:
- (a) the City has duly authorized the execution and delivery of the Agreement and the issuance and sale of the Note and the performance by the City of its obligations under and with respect to the Agreement and the Note, all in accordance with the laws and Constitution of the State of Oregon, the Agreement and the Resolution;
- (b) the Resolution, the Agreement, and the Note are valid and legally binding obligations of the City, enforceable against the City in accordance with their terms, except to the extent that enforceability may be limited by or rendered ineffective by (I) bankruptcy, insolvency, fraudulent conveyance, reorganization, moratorium and other similar laws affecting creditors' rights generally; (II) the application of equitable principles and the exercise of judicial discretion in appropriate cases; (III) common law and statutes affecting the enforceability of contractual obligations generally; and (IV) principles of public policy concerning, affecting or limiting the enforcement of rights or remedies against governmental entities such as a the City;
- (c) the interest payable on the Note is excludable from gross income under the Code;
- (d) the Note is not a "private activity bond" within the meaning of Section 141 of the Code;
- (e) the Note has been designated by the City as a qualified tax-exempt obligation under Section 265(b)(3)(B) of the Code; and

Agreement to an affiliate of the Bank without consent of the City and may be transferred only in whole to a qualified investor. The Bank may exchange financial information about the City with actual or potential assignees. All representations, warranties, and agreements contained in this Agreement shall survive the execution, delivery and payment of this Agreement.

- 15.2 This Agreement and the Note shall constitute a contract between the City and the Bank. The Bank's extension of credit hereunder is expressly made in reliance on such contract.

Section 16. Applicable Law.

This Agreement shall be governed and interpreted in accordance with the laws of the State of Oregon.

Section 17. Severability and Waivers.

If any part of this Agreement is not enforceable, the rest of this Agreement may still be enforced. The Bank retains all rights, even if it makes a loan after default. If the Bank waives a default, it may enforce a later default. Any consent or waiver under this Agreement must be in writing.

Section 18. Counterparts.

This Agreement may be executed simultaneously in several counterparts, each of which shall be an original and all of which shall constitute one and the same agreement.

Section 19. Waiver of Jury Trial.

To the extent permitted by applicable law, each of the parties waives any right to have a jury participate in resolving any dispute, whether sounding in contract, tort, or otherwise between the parties arising out of, connected with, related to, or incidental to the relationship between any of them in connection with this Agreement or the transactions contemplated hereby. Instead, any such dispute resolved in court will be resolved in a bench trial without a jury.

Section 20. Written Agreements.

UNDER OREGON LAW, MOST AGREEMENTS, PROMISES AND COMMITMENTS MADE BY THE BANK CONCERNING LOANS AND OTHER CREDIT EXTENSIONS WHICH ARE NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY THE BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS CONSIDERATION AND BE SIGNED BY THE BANK TO BE ENFORCEABLE.

(Signature page follows)

Exhibit A

UNITED STATES OF AMERICA
STATE OF OREGON
CITY OF CASCADE LOCKS
HOOD RIVER COUNTY, OREGON
BOND ANTICIPATION NOTE, SERIES 2017

NUMBER: R-1

\$3,764,515.00

DATED
_____, 2017

RATE OF INTEREST
2.25%

MATURITY DATE
_____, 20__

The City of Cascade Locks, Hood River County, Oregon, (the "City"), for value received acknowledges itself indebted and hereby promises to pay to the order of Cashmere Valley Bank (the "Bank"), the Outstanding Balance, in an aggregate principal amount of not more than THREE MILLION SEVEN HUNDRED SIXTY FOUR THOUSAND FIVE HUNDRED FIFTEEN DOLLARS (\$3,764,515.00). The Outstanding Balance shall bear interest at a rate of two and twenty five hundredths percent (2.25%), as provided in the Bond Anticipation Note Purchase Agreement between the City and the Bank which is dated _____, 2017 (the "Agreement"). Interest on this Note is due and payable semiannually in arrears on _____ 1 and _____ 1 commencing _____ 1, 20___. The Outstanding Balance, plus accrued interest, shall be paid at the earlier to occur of (1) the City's receipt of the proceeds of the Bonds, and (2) the Maturity Date. Capitalized terms used in this Note have the meanings defined for such terms in the Agreement.

This Note and the Agreement are authorized by City Resolution No. _____ adopted on _____, 2017 (the "Resolution").

The Note is issued in anticipation of the issuance of the Bonds, as provided in the Resolution. The City hereby pledges the proceeds of the Bonds for the punctual payment of principal of and interest on the Note.

This Note has been executed pursuant to the Agreement. The provisions of the Agreement are incorporated herein by reference.

The interest payable on this Note is excludable from gross income under the Code. This Note is not a "private activity bond" within the meaning of Section 141 of the Code. The City has designated this Note as a qualified tax-exempt obligation under Section 265(b)(3)(B) of the Code.

If an Event of Default occurs, the Bank may exercise any remedy available at law or in equity as provided in the Agreement.

If legal action is taken by the holder of this Note to enforce the provisions of this Note, the Resolution, or the Agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and costs, including fees and costs at trial, on appeal or otherwise.

Exhibit B

CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON
TAX-EXEMPT BOND ANTICIPATION NOTE
DRAW CERTIFICATE NO. ____

TO: Cashmere Valley Bank
1400 112th Ave SE. Suite 100
Bellevue, WA 98004
Attn: Ron Olsen, Senior Vice President

[Insert wire instructions, if any]

On behalf of the City of Cascade Locks (the "City"), I hereby certify that:

1. I am the Authorized Representative of the City, and that I am authorized to request this Draw under the Bond Anticipation Note Purchase Agreement which is dated _____, 2017 (the "Agreement") and to make the representations on behalf of the City set forth herein.

2. The amount of this Draw is \$_____.

3. The Draw will be expended to pay costs of the Project or interest due on the Agreement and the Note.

4. No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default (as such terms is defined in the Agreement) exists at the date hereof. The representations of the City in Section 11 of the Agreement are true and correct on this date.

Dated this ____ day of _____, 20__.

CITY OF CASCADE LOCKS
HOOD RIVER COUNTY, OREGON

By: _____
Authorized Representative

AGENDA ITEM NO: 5d

CASCADE LOCKS STAFF REPORT

DATE PREPARED: January 2, 2018

FOR CITY COUNCIL MEETING ON: January 8, 2018

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Resolution No. 1389 for Social Media Sites for the City of Cascade Locks

SYNOPSIS: Some City organizations have long used social media to provide information to the community. Since we are now embarking on a Facebook platform for the city government itself, rather than tourism or the Fire Department, we are in need of a policy that outlines our social media use. Please find that policy attached and a resolution to adopt that policy.

CITY COUNCIL OPTIONS: Approve, modify, or reject Resolution No. 1389 and its associated policy.

RECOMMENDED MOTION: "I move to approve Resolution No. 1389 establishing a policy for the use of social media by the City."

RESOLUTION NO. 1389

**A RESOLUTION ESTABLISHING GUIDELINES FOR SOCIAL MEDIA SITES FOR
THE CITY OF CASCADE LOCKS**

WHEREAS, the City and its Administration recognize the necessity for the City to create, manage and maintain an official City of Cascade Locks Facebook page; and

WHEREAS, the goals of the City's Facebook page will be to promote activities, programs, projects, and events as they pertain to the City; and

WHEREAS, a policy for scope and content must be in place to support the managing of said Facebook page;

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

SECTION 1. Policy for the City of Cascade Locks' Facebook Page. The following policy (Exhibit A) has been proposed for adoption. This policy is to guide the development and management of the City of Cascade Locks' Facebook Page.

SECTION 2. Effective Date. This resolution shall become effective upon adoption.

ADOPTED by the City Council this January 8, 2018.

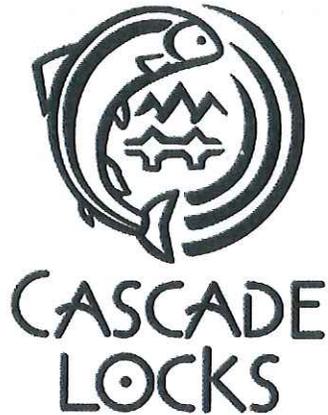
APPROVED by the Mayor this January 8, 2018.

ATTEST:

Mayor

Deputy City Recorder

CITY OF CASCADE LOCKS



ADOPTED SOCIAL MEDIA POLICY

2018

ADOPTED BY CITY COUNCIL

Date: January 8, 2018

City of Cascade Locks Social Media Policy

City of Cascade Locks Social Media Management Policies

Purpose:

The purpose of this social media policy is to ensure that social media is used by the City of Cascade Locks and its Personnel to obtain or convey information that is useful to the community, or that will further the goals of the City. The City of Cascade Locks will utilize social media as a platform and a means for residents to obtain information online.

The City of Cascade Locks' website will remain the City's primary and predominant internet presence. Whenever possible, content posted to the City of Cascade Locks social media sites should contain links directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct City business.

The City of Cascade locks intends to use social media for the following purposes:

- a. To promote activities, programs, projects, and events as they pertain to the City
- b. For disseminating time-sensitive information as quickly as possible
- c. As a promotional channel in which the City increases its ability to reach the citizens of Cascade Locks.

The City of Cascade Locks has an overriding interest and right to decide what is "spoken" on behalf of the City, and who may speak on behalf of the City on social media sites. This policy establishes the guidelines for the use of social media by city employees in connection with work.

Scope:

The City Administrator will appoint a site Administrator who will be responsible for monitoring the social media site, posts and comments and ensures that the posted content adheres to all applicable City policies. Only City Personnel designated by the Administrator are authorized to post information to the City's social media sites. City Personnel representing the City through social media must conduct themselves at all times as a representative of the City. The City recognizes that social media is more casual than other types of communication tools but still represents the City at all times.

When posting information to the City's social media sites City Personnel are responsible for complying with all applicable federal, state and local laws, regulations, and policies including but not limited to laws governing copyright, public records, free speech and privacy. Social media should be used for information distribution only and City Personnel are advised not to engage in dialogue or online discussions with visitors to the City's social media site.

Public Records Requests for information posted on the City's social media sites shall be directed to the City Recorder through the official request form located on the City's website.

City of Cascade Locks Social Media Policy

Prohibited Content

The following forms of content will not be allowed on the City's controlled social media site:

- a. Content that violates the terms of use of the social media site
- b. Content unrelated to the purpose of the site
- c. Profane language or content
- d. Content that promotes, fosters, or perpetuates discrimination on the basis of membership in a protected class
- e. The disclosure of content that would violate any federal, state, or local law
- f. Sexual content or links to sexual content of any kind
- g. Solicitation of commerce
- h. Content that would violate the ownership interest of another party
- i. Illegal conduct or encouragement of illegal activity
- j. Information that may tend to compromise the safety or security of the public or public services, including but not limited to: personal information relating to City residents, confidential or sensitive City information and information that may tend to compromise the safety or security of public buildings, public utilities, public transportation systems, police, fire or other emergency services and public infrastructure.

Additionally, the City prohibits links to candidate sites or sites advocating a position on City or other election issues, commercial sites with the exception of announcing new businesses opening for a limited duration and local business or City related social media or websites.

The City reserves the right to monitor City controlled social media sites and to restrict or remove any content that is deemed in violation of this Social Media Policy and any applicable law.